

**CONSTITUTION AND BY-LAWS
OF THE
CLEAR CREEK HIGH SCHOOL BAND BOOSTERS' CLUB**

**ARTICLE I
Name**

The name of this club shall be: Clear Creek High School Band Boosters' Club (it is referred to hereafter in these bylaws as "non-profit club").

**ARTICLE II
Objectives and Purposes**

1. The object of this non-profit club shall be to fully cooperate with the Clear Creek Independent School District Board of Education, the Clear Creek High School Administration, and the Band Directors in furthering the interests and activities of the organization. The Clear Creek High School Band Boosters Club is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. The non- profit club shall provide a means of adult support for all band activities.
3. The non- profit club will strive to foster a spirit of success and achievement for each student and to assure that each band member feels as important as all the others to the whole organization.
4. The non-profit club will aid in financing the above mentioned opportunities. No part of the net earnings of the Clear Creek High School Band Boosters Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Clear Creek High School Band Boosters Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Clear Creek High School Band Boosters Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
5. The non- profit club will create and provide a communication network, concerning band activities for parents, students, directors, and the public.

6. The non- profit club will strive to provide a channel through which band members can better grow with confidence musically, emphasizing and promoting character development at all times.
7. Upon the dissolution of the Clear Creek High School Band Boosters Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Galveston County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III
Membership and Sponsorship

1. Active Members: Membership in the Clear Creek High School Band Boosters' Club shall be open to parents and legal guardians of all band participants.
2. Sponsorships: Sponsorship shall be open to local businesses and other friends of the band. Those who wish to contribute financial support to the club cannot be officers in the club.

ARTICLE IV
Meetings

1. Meetings shall be held the first Tuesday of the months of August, September, October, November, February, March, April, and May. The President may cancel any meeting with five days notice given to the membership.
2. Emergency meetings may be held at the discretion of the President.
3. All regular meetings shall be held in the Band Hall of the Clear Creek High School unless otherwise specified with appropriate notification.

ARTICLE V
Dues

1. Annual dues for all members shall be \$25.00 per family per school year. Dues must be paid before a member is eligible to vote.
2. The donation made by a sponsor shall be his/her dues.

ARTICLE VI
Officers

The elected officers of this organization shall be President, Vice President, Secretary and Treasurer.

ARTICLE VII
Chairpersons and Committees

The Chairpersons of the Clear Creek High School Band Boosters' Club shall be Memberships, UIL Solo & Ensemble, Uniform, Alterations, Laundry, Plumes, Hospitality, Baked Goods, Homecoming, Chaperone, Daytime Help, Communications, Pit Crew, Drinks, Popsicles, Fundraising, Video Taping and First Aid, at the discretion of the President. The Chairpersons shall form a committee, if needed. Additional Committees and Chairpersons shall be appointed as needed. There shall be a Nominating Committee and an Audit Committee of the Clear Creek High School Band Boosters' Club.

ARTICLE VIII
Executive Board

The Executive Board of the Clear Creek High School Band Boosters' Club shall consist of; President, Vice President, Secretary, Treasurer, the Chairpersons and the Band Directors. Only elected officers and the Directors shall be able to vote at Executive Board meetings.

ARTICLE IX
Amendments

This constitution and the following By-Laws may be amended by a simple majority of active members present at any regular meetings providing all members have been notified five (5) days prior to meeting and providing that this majority represents at least 10% of the dues-paying membership.

**CLEAR CREEK HIGH SCHOOL BAND BOOSTERS' CLUB
BY-LAWS**

**ARTICLE I
Duties of Officers**

PRESIDENT

1. The President shall preside at all meetings of the Clear Creek High School Band Boosters' Club.
2. The President shall enforce the Constitution and By-Laws of the Clear Creek High School Band Boosters' Club.
3. The President shall appoint Chairpersons and Committees as needed.
4. The President shall have the power to fill any and all vacancies of any elected officer if the need arises. That person shall immediately assume the title and duties of said office and shall remain in office until the next scheduled election. Such action shall be read into the minutes of the next regular meeting.
5. The President shall serve as an *ex-officio* member on all committees except the Nominating Committee and Audit Committee.
6. The President shall insure that CCISD Guidelines for Booster Clubs and registration deadlines are met.

VICE PRESIDENT

1. The Vice President shall perform all duties of the President in his or her absence or at the request of the President.
2. In the event that the office of President is vacated for any reason, the Vice President shall automatically become President of the Clear Creek High School Band Boosters' Club for the remainder of the term in which such vacancy occurs and shall immediately assume title and all duties delegated to the office of President, without any action on the part of the membership.

SECRETARY

1. The Secretary shall accurately record all minutes of each meeting of the Clear Creek High School Band Boosters' Club.
2. The Secretary shall be responsible for all correspondence of the Band Boosters' Club.

TREASURER

1. The Treasurer shall keep an accurate record of all money collected by the Clear Creek High School Band Boosters' Club through dues and fund raising projects and shall deposit all monies into the Club's bank account. The Treasurer shall make every effort to deposit said funds within 24 hours of receipt.
2. The Treasurer shall make an itemized financial report at each meeting.
3. The bank account signature card of the Clear Creek High School Band Boosters' Club shall have at least two of the Officers of the Club set up as signers on that account. Checks from this account may be dispersed with one signature.
4. The Treasurer's books shall be audited by the Audit Committee by July 20th of each year. A copy of the audit must be kept with the permanent records of the Booster Club and another furnished to the CCISD Internal Auditor by August 1st.
5. The Treasurer's books shall be turned over to the newly-elected Treasurer immediately following the audit.
6. The Treasurer shall prepare a financial accounting of all Booster Funds to be kept in the permanent records of the Booster Club and furnish the CCISD Internal Auditor with a copy by August 1st.
7. Funds for authorized expenditures shall be reimbursed to members with appropriate receipts. All reimbursements for the current year must be turned into the Treasurer before May 31st.

ARTICLE II Election of Officers

1. The Nominating Committee shall be appointed by the President at the March meeting.
2. Active members to be considered for election to hold offices shall be presented by the Nominating Committee at the April meeting of the Clear Creek High School Band Boosters' Club. Other nominations may be made from the floor. All active members are eligible for election to office except that of President. Only band parents with a minimum of one year active Clear Creek High School Band Boosters' Club membership shall be eligible for the office of the President.
3. The election of officers shall be held at the April meeting of each school year.
4. Officers elected for the ensuing school year shall assume all responsibilities delegated to that office on June 1st except for the transfer of the Treasurer's books which is described in Article I, Section 5.
5. Officers shall be elected by a majority of the active members present at the election meeting.

6. Elected officers shall serve a term of one year. Officers may be re-elected to serve additional terms in office as needed or desired, with service to the board not to exceed three consecutive years in the same position.

ARTICLE III

Duties of Chairperson and Committees

Chairpersons shall be appointed at the discretion of the President. Committees may be formed to assist the Chairperson in his/her duties.

1. Membership Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall collect all dues and keep an accurate record of all paid members. The Chairperson shall make all necessary arrangements for the annual membership drive.
2. UIL Solo & Ensemble Chairperson: The Chairperson shall be appointed by the President. The Chairperson will organize the plans for the UIL Solo & Ensemble Contest concession stand. The Chairperson will order food and drink to be sold and solicit volunteers to assist.
3. Uniform Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall help issue properly fitted uniforms to the students. The Chairperson shall be responsible for issuing, collecting and maintenance of the uniforms including transporting a uniform repair kit to marching and concert performances.
4. Alterations Chairperson: The Chairperson shall be appointed by the President. The Chairperson will be responsible for making alterations to band uniforms as needed. These activities may include but are not limited to; hand hemming marching uniform pants and jackets, concert dresses and tuxedo pants.
5. Laundry Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall coordinate and assist in laundering the marching uniforms during the football season and competition.
6. Plumes Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall be in charge of handing out and retrieving plumes and gauntlets during the football games and competitions.
7. Hospitality Chairperson: The Chairperson shall be appointed by the President. The Chairperson will be in charge of serving refreshments after concerts to the band students and their guests. The Chairperson will also be in charge of providing a dinner to the band students prior to the UIL Region Marching Competition. The Chairperson shall also provide lunch for the judges at the UIL Contest.
8. Baked Goods Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall coordinate and provide the baked goods for the winter and spring concerts, and for the pre-UIL dinner and UIL Solo & Ensemble contest.

9. Homecoming Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall coordinate donations, volunteers, and sale of fundraising items at the Homecoming Carnival at Clear Creek High School.
10. Chaperone Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall keep an accurate record of all chaperones for each trip. The Chairperson shall supply chaperones to parties, trips and all other band functions, as required.
11. Daytime Help Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall assist in coordinating volunteers for special projects during the daytime school hours.
12. Communications Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall assist the Booster Club in maintaining and updating the Booster Club website and any other electronic communications.
13. Pit Crew Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall assist the students in loading and unloading the instrument trucks and moving instruments on and off the field during football games and competitions.
14. Drinks Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall provide water to the band students as needed during a football game and drinks after half-time performances at football games and other marching events.
15. Popsicle Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall provide popsicles to the students after practice on the Thursdays during the football season and competitions.
16. Fundraising Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall be responsible for selling spirit items at the football games.
17. Video Taping Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall coordinate and provide the videotaping of the marching band performances at the football games and competition as requested by the Band Directors.
18. First Aid Chairperson: The Chairperson shall be appointed by the President. The Chairperson shall make provisions for emergency first aid and supplies for each band activity where school medical services are not available.
19. Nominating Committee: The Chairperson and members of the Nominating Committee shall be appointed by the President at the March meeting. The Committee shall consist of three (3) members and shall make a proper report to the membership at the April meetings.
20. Audit Committee: The Audit Committee shall consist of the three (3) members appointed at the May meeting, 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.

ARTICLE IV
Meetings

1. All meetings of the Clear Creek High School Band Boosters' Club shall start promptly at 7:30pm.
2. A quorum shall consist of 10% of the paid members.

ARTICLE V
Executive Board

1. The Executive Board shall consist of the Officers of the Clear Creek High School Band Boosters' Club, the Chairpersons and the Band Directors.
2. The Executive Board shall meet as called by the President. The Executive Board shall transact necessary business of the organization at the Executive Board Meetings.
3. When a vote is required at an Executive Board Meeting, only the elected Officers and the Band Directors are eligible to vote.

ARTICLE VI
Order of Business

1. The normal order of business to be followed is: Call to Order; Reading of the Minutes; Treasurer's Report; Report of the Officers; Report of the Chairpersons; Unfinished Business; New Business; Report of the Band Directors; and Adjournment.
2. *Robert's Rules of Order Revised* shall be the parliamentary authority.

ARTICLE VII
Budget

When appropriate and applicable, the Executive Board shall develop a budget for the Clear Creek High School Band Boosters' Club prior to the first meeting of the school year. This budget shall be presented and approved by the membership at the first meeting of the school year.