

**GBHS BRONCO BAND BOOSTER CLUB  
ARTICLES OF ASSOCIATION**

**ARTICLE I: NAME**

The name of this club shall be the "GBHS BRONCO BAND BOOSTER CLUB" herein referred to as the Club.

**ARTICLE II: MISSION**

Section 1 – The mission of this club is to promote, encourage and support the GBHS Bronco Band and its director(s). The Club will furnish personnel to assist in the functions of the band and in raising necessary funds for the band activities, both operational and social.

**ARTICLE III: PURPOSE**

Section 1 – The Club shall be a non-profit organization. This Club is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distribution to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provision of any future U.S. Internal Revenue Law.

Section 2 – No part of the net earnings of the Club shall inure to the benefit of or be distributed to any trustee, officer or other private person. The Club shall be empowered and authorized to pay reasonable compensation for services rendered.

Section 3 – The activities of the Club shall not conflict with the policies of Fort Bend ISD and shall be sanctioned by school authorities.

**ARTICLE IV: MEMBERSHIP**

Section 1 – Membership in the GBHS Bronco Band Booster Club shall be open to those individuals who subscribe to its purpose, are registered and who are:

- a) Parents, grandparents or legal guardians of students in the GBHS band program
- b) Band director(s) and the school principal shall be members with all rights and privileges but exempt from paying dues.

Section 2 – The annual dues for all members will be determined by the Board of Directors annually.

**ARTICLE V: MEETINGS**

Section 1 – An annual meeting will be held in conjunction with the annual banquet and will include election of officers for the coming year. Other meetings will be held throughout the year as set by the Board of Directors not to be less than two (2) per semester including the annual meeting.

Section 2 – A quorum will consist of ten per cent (10%) of the registered voting members of the Club.

## **ARTICLE VI: OFFICERS**

Section 1 – The elected officers of the Club shall be the President, Vice-President, Secretary, Treasurer and Ways and Means Chairperson.

Section 2 – The Board of Directors will consist of the elected officers, the band director and the chairperson(s) of the Standing Committees.

Section 3 – The Executive Officers shall consist of the elected officers and the band director.

Section 4 – The direction and management of the affairs of the Club and the control and disposition of its assets shall be vested in the Board of Directors.

## **ARTICLE VII: DISSOLUTION**

Section 1 – In the event of the dissolution of the organization, 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.

Section 2 – The funds in the treasury, less any outstanding obligations of the Club, shall be delivered forthwith to the GBHS Activity Funds Band account.

These Articles of Association are hereby adopted by the majority vote of the members of the GBHS Bronco Band Booster Club present at the initial meeting on this the 12<sup>th</sup> day of November 2001.

Paula A Mouton  
Witness

Carla Davis  
Witness

**GBHS BRONCO BAND BOOSTER CLUB  
BY LAWS**

**ARTICLE I: DUTIES of ELECTED OFFICERS**

Section 1 – The **President** shall preside at all meetings of the Club, the Board of Directors 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 office may be held by a husband and wife team as co-Presidents.

Section 2 – The **Vice President** shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

Section 3 – The **Secretary** shall keep a correct record of all meetings of the Club, the Board of Directors and the Executive Committee, conduct all correspondence of the Club and shall perform other duties as delegated by the Board.

Section 4 – The **Treasurer** shall have custody of all funds, keep full and accurate accounts of receipts and disbursements in the books and records, deposit all funds in the name of and to the credit of the GBHS Bronco Band Booster Club and disburse the funds of the organization upon the authorization of the Board and the Club. The Treasurer shall present a financial statement at each meeting of the Board of Directors and at the regular meetings of the Club. The Treasurer shall prepare the financial books for audit at the close of the fiscal year and shall prepare, in conjunction with the Board of Directors, an annual budget to be approved by the general membership.

Section 5 – The **Ways and Means Chairperson(s)** shall implement and coordinate all fund raising activities approved by the Board of Directors.

Section 6 – The President shall maintain parliamentary procedure according to Robert's Rules of Order, Revised, at all regular and special meetings of the Club.

**ARTICLE II: BOARD of DIRECTORS**

Section 1 – The Board of Directors shall consist of the elected officers, the band director and the chairperson(s) of the Standing Committees.

Section 2 – The Board of Directors will have the duty of transacting necessary business between Club meetings and such other business as sent to it by the Club, and to present reports at the Club meeting. Each member shall have one equal vote in all voting matters. In the event of co-chairpersons, each person shall have an equal half vote.

### **ARTICLE III: EXECUTIVE COMMITTEE**

Section 1 – The Executive Committee shall consist of the band director and the elected officers.

Section 2 – The Executive Committee shall have the duty of researching issues and topics to be brought to the Board of Directors and the Club.

Section 3 – If a situation were to occur that needed an immediate decision, the Executive Committee is vested with that authority providing a 2/3 majority approves of the action. The matter will then be brought to the Board of Directors for ratification at the earliest possible date.

### **ARTICLE IV: STANDING COMMITTEES**

Section 1 – The following shall be the standing committees with chairpersons appointed by the Executive Committee and approved by the Club. The committees are as follows:

Membership	Telephone
Cookie Sales	Publicity
Tailgate Dinners	Spirit
Marching Band	Webmaster
Color Guard	

Section 2 – All Standing Committees will consist of the appointed chairperson and all volunteers who sign up at the regular meeting of the Club. The Chairperson(s) will act as liaison between their committees and the Board of Directors. No committee may spend funds or partake in activities that have not met with the approval of the Board of Directors with the exception of Article III, Section 3 of these By Laws.

Section 3 – The **Membership Chairperson(s)** shall be responsible for the Membership drive and the maintenance of the membership mailing list. The Membership Chairperson shall collect all membership dues, properly document them and turn the funds over to the Treasurer. The Membership Chairperson will work with Publicity to compile and distribute the GBHS Bronco Band Directory.

Section 4 – The **Cookie Sales Chairperson(s)** shall be responsible for the operation of the cookie sales in conjunction with Otis Spunkmeyer. They will coordinate dates through the assistant principal in charge of scheduling at GBHS, organize workers, bake and sell cookies and collect the funds which will then be counted, recorded and turned over to the Treasurer.

Section 5 – The **Tailgate Dinners Chairperson(s)** shall be responsible for the dinners that are served to the marching band. They will work in conjunction with the band director and the assistant principal in charge of scheduling at GBHS to set dates and times for each event. They will be responsible for the maintenance of the roster of involved students, purchase and preparation of the food, serving

the dinners and clean up of the serving area. All funds collected will be turned into the GBHS Band Activity Fund.

Section 6 – The **Spirit Chairperson(s)** shall be responsible for organizing all events which enhance the spirit of the Band. These will include, but not be limited to, the recognition of Seniors at the last home football game, the Holiday dinner and the end of year Band Banquet. All events will be organized in conjunction with the Band Director and the assistant principal in charge of scheduling at GBHS. Any funds which are collected at these events will be counted, recorded and turned over to the Treasurer.

Section 7 – The **Telephone Committee Chairperson(s)** shall be responsible for the communication either by phone or email to the members of the Club to advise them of activities or information necessary for their participation in the Club. They will also be available for communicating information to the band parents as needed in special events such as the arrival time of the Band when delayed in traveling.

Section 8 – The **Publicity Chairperson(s)** shall be responsible for the programs for any concerts as requested by the Band Director. They shall be responsible for the compilation of information as approved by the Band Director, the production and distribution of these programs. Any money collected in conjunction with these activities (through the sale of advertisements etc.) shall be counted, recorded and turned over to the Treasurer. They will also, in conjunction with the Membership Committee Chairperson, compile and distribute the GBHS Bronco Band Directory.

Section 9 – The **Marching Band Chairperson(s)** will work with Band Directors to facilitate the activities of the marching band. These activities will include but not be limited to the movement of equipment on and off the field during performances, distribution of water to the band at various events and construction of props as needed to enhance the band's performance.

Section 10 – The **Webmaster** shall be responsible for the upkeep and maintenance of the GBHS Bronco Band Booster Club website as approved by the Board of Directors.

Section 11 – The **Color Guard Chairperson(s)** shall act as liaison between the Color Guard and the Board of Directors. They will work with the directors to facilitate the activities of the Color Guard.

Section 12 – The President, with the approval of the Board of Directors, may establish other committees as appropriate.

## **ARTICLE V: ELECTION of OFFICERS**

Section 1 – The officers shall be elected by written ballot at the Annual Meeting if there is more than one candidate for any office; otherwise the election may be a voice vote. Election shall be a simple majority of the members of the Club

present at the meeting provided a quorum is present. Officers shall be elected to a one year term and shall remain in office until their successors are elected.

Section 2 – No officer, either elected or appointed, may serve in the same position for more than two years.

Section 3 – Nominations for officers shall be by a Nominating Committee at least one month prior to the election. The Nominating Committee shall consist of five members: one elected by and from the Executive Committee, who shall serve as chairperson; the Band Director; one from the Board of Directors but not on the Executive Committee; and two from the Club at large who are not on the Board of Directors. The Nominating Committee shall report at the election meeting the name of the candidate for each elected office. The President and Vice President shall be filled by a member of the Board of Directors whenever possible. The consent of each candidate must be obtained before a name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained prior to the name being placed in nomination. All candidates must be members in good standing of the Club.

Section 4 – In the event of a vacancy in the office of President, the Vice President shall become the President with proper title and duties of the office for the remainder of the term in which the vacancy occurred.

Section 5 – In the event of a vacancy in any office other than president, the President shall have the power to forthwith fill the vacancy by appointment and the person appointed shall assume the title and duties of said office for the remainder of the term in which the vacancy occurred. Such action shall be read into the minutes at the next meeting.

## **ARTICLE VI: MISCELLANEOUS**

Section 1 – The Fiscal Year shall end on May 31 of each year.

Section 2 – All checks and drafts or other orders for payment of money issued in the name of the GBHS Bronco Band Booster Club shall be signed by two (2) of the three (3) signatures on the account and approved in advance by issuance of the Board of Directors. The signatures on the account should be the Treasurer, the President and another member of the Board of Directors.

Section 3 – An audit of the books and records will be conducted and completed by July 31<sup>st</sup> of each year. The Audit Committee shall consist of three members of the Club who are not signatures on the account and selected by the Board of Directors.

Section 4 – These By Laws may be amended and changed at any regular meeting of the Club by a two-thirds (2/3) vote of the members present provided a quorum has been established and maintained throughout the meeting. The amendment must have been presented and posted at least fifteen (15) days prior to the meeting and read at the meeting, prior to the vote.

Section 5 – All votes whether by the Club, the Board of Directors or the Executive Committee shall be settled by a simple majority vote except as provided for in Article III, Section 3 and Article IV, Section 4 of these By Laws.

These By Laws were approved by a majority vote of the GBHS Bronco Band Booster Club present at the initial meeting on the 12<sup>th</sup> of November, 2001.

Attest: Carla Davis  
Secretary

These By Laws were approved as amended, Article IV, Section 1 and Section 11, by a majority vote of the GBHS Bronco Band Booster Club present at the General Meeting on the 6<sup>th</sup> of August, 2010.

Attest: Paula Morton  
President