

**DUNCANVILLE BAND BOOSTERS
CONSTITUTION/BY-LAWS**

ARTICLE I - NAME

The name of this organization shall be the Duncanville Band Boosters, with the principal office being located in the City of Duncanville, Dallas County.

ARTICLE II - PURPOSE

The objectives of the Duncanville Band Boosters are:

- Section 1: To encourage an enthusiastic interest in the various phases of the Instrumental Music Department of the Duncanville Schools.
- Section 2: To operate as a nonprofit organization, lending financial and moral support to the Instrumental Music Department in the Duncanville Schools.
- Section 3: To cooperate and communicate with the Directors of the Instrumental Music Department, the Duncanville School Board, Duncanville students and their parents/guardians.
- Section 4: To build and maintain an organization which will help promote the general activities of the Instrumental Music Department.

This organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III - USE OF FUNDS

- Section 1: Net income shall be donated for use by the Instrumental Music Department and shall be spent at the discretion of and with the approval of the Director of Bands.
- Section 2: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, 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 Article II hereof.
- Section 3: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- Section 4: Notwithstanding any other provision of these articles, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

ARTICLE IV - MEMBERSHIP

- Section 1: Any individual interested in supporting the Instrumental Music Programs is eligible for membership and will become a member upon completion of Duncanville Band Booster Volunteer Form.
- Section 2: Members are encouraged, but not required, to participate in the activities of the Band Boosters.

ARTICLE V – MEETINGS

- Section 1: Meetings of the Duncanville Band Boosters shall be scheduled for each school year at the discretion of the Director of Bands and/or the Executive Board.
- Section 2: A special Booster meeting may be called by the President and/or the Director of Bands when necessary provided a minimum of one week's notice is given to allow notification of all members.
- Section 3: Twenty-five Booster members shall constitute a quorum.

ARTICLE VI - EXECUTIVE BOARD

- Section 1: The Executive Board shall consist of all elected officers as defined in Article VII of this Constitution.
- Section 2: Executive Board meetings will be scheduled by the President, First Vice President, or Director of Bands as needed for proper conduct of the Boosters' business.
- Section 3: Two-thirds of the members of the Executive Board shall constitute a quorum.

ARTICLE VII - OFFICERS

- Section 1: The elected officers of the Duncanville Band Boosters shall consist of an Executive Committee comprised of a President, First Vice President, Secretary, and Treasurer.
- Section 2: The Executive Board shall consist of the Executive Committee, Second Vice President, Director and Assistant Director of Purchasing, Director and Assistant Director of Concessions, Director of Public Relations, Director of Work Schedules, Director of Membership, Director of Fundraising and Director of Hospitality.
- Section 3: To be eligible for a Duncanville Band Booster Executive Board officer position, the member must have a student that is currently active in the Instrumental Music Department of the Duncanville Schools in grades 6-12.
- Section 4: President, First Vice President, Secretary and Treasurer shall only hold one position at any time, and shall not serve for more than two consecutive terms in the same position, unless approved by a two-thirds vote by the Executive Board.
- Section 5: The officers of the Band Boosters will be elected annually at the final Booster meeting of the school year, and will assume office on July 1.
- Section 6: Any officer who has resigned may be replaced by appointment of the Executive Board, to be approved at the next Booster meeting.
- Section 7: A conformed copy of the duties of the officers of the Duncanville Band Boosters shall be kept by the Secretary and distributed annually to the newly elected officers.

ARTICLE VIII – OFFICER DUTIES

- Section 1: The President shall:
- a. Preside at all meetings of the Boosters
 - b. Appoint all committee chairs and shall be ex-officio member of all committees
 - c. Delegate and organize as needed to make sure all tasks and responsibilities are completed by the appropriate persons

- Section 2: The First Vice President shall:
- a. Assist the President and assume all the duties of the President in his/her absence
 - b. Appoint, train, and assign a sufficient number of high school concession stand supervisors/managers to be in charge of the high school stands throughout the school year
 - c. Manage, assign and distribute all high school concession stand keys
 - d. Coordinate the annual health code certification and volunteer background clearance of all stand managers and adult concession workers
 - e. Oversee and appoint the duties of the stadium clean-up manager during home games/events
 - f. Coordinate all concession special events
- Section 3: The Second Vice President shall:
- a. Appoint, train, and assign a sufficient number of middle school concession stand supervisors/managers to be in charge of middle school stands throughout the school year, including any middle school events held at Duncanville High School's West Gym
 - b. Arrange for concession sales at any middle school special events, in coordination with the Director of Bands and/or middle school Band Director(s)
 - c. Act as liaison between middle school stand managers and Director of Work Schedules to secure extra volunteers as/if needed
 - d. Receive, assign and distribute all middle school concession keys
 - e. Ensure that middle school stand managers complete the volunteer background clearance and annual health code certification training as needed, and shall then deliver Food Handler's Certification Cards to middle school stand managers upon completion
- Section 4: The Director and Assistant Director of Purchasing shall:
- a. Be responsible for the purchase of concession stand supplies and equipment
 - b. All purchases will be submitted to Treasurer for payment with proper documentation (i.e. original receipts, bills, cash register receipts, invoices, etc.)
 - c. Coordinate with Director of Concession to ensure sufficient supplies for all athletic and special events
 - d. Be responsible for all pick up and delivery of all concession stand supplies and equipment to designated central location
- Section 5: The Director and Assistant Director of Concessions shall:
- a. Ensure all concession stands are in operation as scheduled for the school year
 - b. Coordinate with the Director of Purchasing and Stand Managers to ensure timely replenishment of concession supplies when needed
 - c. Serve as back up to deliver concession stand supplies and equipment, when necessary
- Section 6: The Secretary shall:
- a. Keep all required records, financial audit reports/statements and minutes of all meetings
 - b. Attend to any Booster correspondence
 - c. Pick up mail at least once a week from PO Box during the academic year and during the summer
 - d. Distribute all correspondence/invoices within 48 hours to appropriate officers
- Section 7: The Treasurer shall:
- a. Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as, complete records of all funds
 - b. Prepare a financial statement monthly and present such financial statements at meetings of the Board and at other times, as requested
 - c. Receive all funds due the Boosters, deposit same and is authorized to pay out same and ensure disbursements of expenses are not made without adequate documentation of expenses (i.e. copies of

bills, cash register receipts, etc) unless authorized and approved by the Executive Committee and Director of Bands

- d. Make disbursements in a timely manner as obligated and authorized by the Executive Board and/or Director of Bands. All drafts shall be signed by any two (2) of the following: Treasurer, President, First Vice President, or Secretary
- e. Supply monies and arrange for the pick up of deposits for the operation of concession stands and special events. All funds shall be deposited within 24 hours (or next business day) of receipt by Treasurer
- f. Surrender the financial records of the Duncanville Band Boosters to an appointed auditor when requested
- g. Prepare annual financial report as required in Article X of the Duncanville Band Boosters Constitution/By-Laws

Section 8: The Director of Public Relations shall:

- a. Prepare a Summer, Fall and Spring newsletter and distribute to Duncanville Band Boosters membership
- b. Obtain ads for publications (for example: athletic ads, programs and posters), as directed and approved by the Executive Committee and Director of Bands
- c. Serve on the Duncanville Marching Invitational Committee and oversee the production of Duncanville Marching Invitational Program, Posters and Ads, with approval of the Executive Committee and Director of Bands
- d. Work in coordination with Duncanville ISD Chief Communications Officer to leverage internal/external media communications

Section 9: The Director of Work Schedules shall:

- a. Coordinate the scheduling of concession stand workers and oversee the publishing of all athletic and special event volunteer opportunities on the Duncanville Band Booster website calendar
- b. Coordinate all athletic activities with the Duncanville ISD Athletic Directors
- c. Oversee and maintain website management, in coordination with Director of Bands

Section 10: The Membership Director shall:

- a. Be responsible for the recruitment of members throughout the year
- b. Attend all meetings and programs to encourage new membership
- c. Be responsible for updating the Duncanville Band Booster membership email directory, and will send emails, as requested by the President

Section 11: The Director of Fundraising shall:

- a. Chair Duncanville Marching Invitational (DMI) Committee, coordinate and oversee all duties related to the Duncanville Marching Invitational, UIL Marching Contest and other special events hosted by the Instrumental Music Department of the Duncanville Schools.
- b. Appoint a coordinator to oversee special fund raising programs (for example: Boston Market, Kroger and Tom Thumb)

Section 12: Director of Hospitality shall:

- a. Be responsible for catering of all events/contests hosted by the Instrumental Music Department by providing sufficient meals/refreshments and beverages for the judges, band directors, and monitors
- b. Serve on the DMI Committee
- c. Coordinate food hospitality for the following:
 - Duncanville Marching Invitational
 - UIL Marching Contest
 - All Region Band tryouts (2 days)
 - All Region Orchestra tryouts

- UIL Contest in April (3 days)
- and any other events throughout the year, in coordination with Director of Band

Section 13: Stand Manager* shall:

- Be responsible for opening assigned stand for scheduled games and special events
- Prepare food (unless prepared elsewhere and delivered to the stand)
- Assign duties to adult and student volunteers, and clean up following a game/special event
- Be responsible for counting the money at the end of each game, with the assistance of another adult, and preparing a deposit sheet for the Treasurer
- Be responsible for maintaining Cash Out/In form(s) which shall be required when cash or coins are withdrawn/deposited from/to cash drawer (with appropriate signatures) during any event
- Be responsible for communicating any foreseen absences or recruitment of stand volunteers to the Vice President and Volunteer Callers, so an interim Stand Manager and/or volunteers can be assigned to manage/work stand
- Be issued a cash box and stand keys prior to the first game of the season, and will return same at the end of his/her season
- Participate in the Food Handling training program, and obtain a Food Handling Certification card
- Complete volunteer background clearance
- Be a parent, grandparent, or guardian of an active child in the Instrumental Music Program in Duncanville schools, in grades 6-12

*Stand Managers are not officers of the Duncanville Band Booster Board.

ARTICLE IX- COMMITTEES

Section 1: Nominating Committee of five members shall be appointed by the President at an Executive Board meeting early in the 2nd half of each school year. The Nominating Committee will present a slate of officers at the last Booster meeting of the school year. Nominations may be made from the floor following the report of the Nominating Committee and a vote shall be taken.

Section 2: An audit committee appointed by the President shall audit the Band Booster financial records at least semi-annually and file a report with the Secretary.

Section 3: Committees may be created as deemed necessary by the Executive Board, chairmen will be appointed by the President.

ARTICLE X - ANNUAL FINANCIAL REPORT

An annual report will be filed with the School Board (to conform with State laws) by June 30 or as required by the Duncanville Independent School District.

ARTICLE XI - AUTHORITY

The rules contained in Robert's Rules of Order - Revised shall govern the Boosters in all cases in which they do not conflict with the rules of the Boosters, the philosophy and objectives of the Duncanville Independent School District, or the UIL guidelines on Booster clubs.

ARTICLE XII - AMENDMENTS

These By-Laws may be amended by a majority vote of the members present at any Booster meeting. The amendments must be presented at the preceding meeting of the Band Boosters.

ARTICLE XIII - DISSOLUTION

In the event of the dissolution of the Duncanville Band Boosters, all assets shall be assigned to the Duncanville Independent School District, in accordance with section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. However, if the named recipient is not then in existence, no longer a qualified distributee, unwilling or unable to accept the distribution, then the assets of this organizations shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code. Any such assets no so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

HISTORICAL NOTE:

On Monday, October 11, 1954, at 8:00 PM, band parents met in the High School Library (now the site of Central Elementary School) and organized the Band Boosters Club of Duncanville Schools. On October 24, 1977, a Constitution and By-Laws were adopted. These were subsequently amended on August 27, 1984 and April 4, 1985. They were revised again on October 6, 1989, at which time the name of organization was officially changed to Duncanville Band Boosters. The last revision was approved on May 16, 1995 and most recently by majority vote on **(April 11, 2011)**.

In witness whereof, we have hereunto subscribed our names this day of **(April 11, 2011)**.

President	Kathi Morrison	_____
Vice President	Sandy Griepentrog	_____
Secretary	Tammie Marcelleño	_____
Treasurer	Christina Lewis	_____