



10/8/2013

James Bowie High School Booster Club Association Bylaws

Revised May 2013



Revision History

Initial Release	Date: 8/26/2010	Author: Sarah Moreno
Description of Change: Initial document created and approved.		

Revision: 1.1	Date: 5/23/2013	
Description of Change: Updates are identified in blue font .		
Article III – Members There shall be three classes of membership: Regular, Associate, and Honorary.		
Section 1 – Regular Members Regular members are parents and guardians of current choir and auxiliary students. Regular members have the privilege of making motions, voting, and holding office. Regular members may not hold the same office for more than 2 consecutive school years		
Section 2 – Associate Members Associate members are current students of the James Bowie High School Choral Department, alumni, their family members, and Choir Directors. Associate members may serve on committees but may not vote.		
Section 3 – Honorary Members Honorary membership may be granted to individuals by vote of the regular membership. Honorary membership will be allowed all the rights of regular membership, including the ability to hold office as stipulated in Section 1.		

Revision: 1.2	Date: Proposed to membership on October 8, 2013	
Description of Proposed Changes: (Identified in blue font)		
Article IV – Committees		
Section 1 – Audit Committee The Audit Committee shall be composed of three regular members elected at the last meeting of the school year . The Audit Committee shall perform an annual review of all Association records and report their findings at the first general meeting of the school year .		
Section 2 – Finance Committee << Removed Budget Committee; replaced Section 2 with previous Section 3 – Finance Committee >> The Finance Committee shall be composed of the Treasurer and at least three regular members who are AISD-approved to handle money . The Finance Committee shall: << Replaced A, B, C, & D with the following: >> A. Assist Treasurer in completing deposit forms of incoming funds at the conclusion of each event, with final verification by the Treasurer. B. Document and maintain procedures for processing deposits, payments, and handling cash.		
Section 3 – Scholarship Committee << Previously Section 5 >>		

The Scholarship Committee shall be composed of three to five regular members including a freshman parent, a sophomore parent, and a junior parent selected at the [first general meeting of the spring semester, when funds are determined to be available](#). Parents of seniors cannot be Scholarship Committee members as senior students are the recipients of The Association's scholarships.

The Scholarship Committee shall notify the senior students of the Booster scholarship opportunity. The Scholarship Committee will collect and evaluate applications, and select the recipients of the Bowie Choir Booster Scholarship(s). The Recipient(s) will be announced at the [last general meeting of the school year](#). The Scholarship Committee shall also allocate additional scholarship funds as available, to assist with voice lessons and summer choir camps at the discretion of the director(s).

Section 4 – [Nominating Committee <<Member Services Committee is removed. Nominating Committee text is unmodified, but with a new section number>>](#)

Section 5 – [Other Committees <<Choir Support Committees is removed, previously Section 7, so Other Committees is now Section 5; text is unmodified>>](#)

Section 6 – [Term Limits <<Text is unmodified; new Section number>>](#)

Section 7 – [Volunteer Hours <<previously Section 10>>](#)

Committee Chairmen are responsible for reporting volunteer hours to the Recording Secretary at the conclusion of each event or on a monthly basis, for inclusion in the annual report of the PTSA Volunteer Coordinator, [when requested](#).

Section 8 – [President's Ex Officio Committee Membership << previously Section 11; text is unmodified>>](#)

Article V – Executive Committee

Section 1 – Membership

The Executive Committee shall consist of the Officers of The Association, Choir Directors, Committee Chairmen, and the Parliamentarian. [<<removed "the immediate past President">>](#)

Article VI – Officers

Section 2 – Nominations and Elections

The Nominating Committee composed of three to seven regular members shall be [appointed by the President in February](#). The committee shall select its own chairman immediately following the [appointment](#). The Nominating Committee shall report nominations of officers at the [next general meeting](#). Additional nominations from the floor will be allowed at [that same meeting](#).

Section 3 – Ballot Election and Term of Office

Officers will be elected by [show of hands or ballot](#) at the [last regular meeting](#) with exception of the office of parliamentarian who will be appointed as outlined in Article VII Section 7. A plurality shall be sufficient for the election of any officer. Officers serve for one year [beginning July 1](#). [<<Removed "or until their successors are elected. Newly elected officers are installed at the May meeting.">>](#)

Section 4 – Limitations

Officers must be Regular members [or Honorary members](#) of the Association. [<<Remaining text is unchanged.>>](#)

Section 8 – Standards of Conduct

C. (2) The request shall be signed by regular members representing at least [half of the households of the membership](#). <<Remaining text is unchanged.>>

Article VII – Association Meetings

Regular <<[removed "monthly"](#)>> meeting dates shall be set by the Executive Committee and presented to the membership at the beginning of the school year.
<<Remaining text is unchanged.>>

James Bowie High School
James Bowie High School Choir Booster Association Bylaws
2101 Highbank Drive
Arlington, Tx 76018

Article I – Name

This association shall be known as the James Bowie High School Choir Booster Association (from here on referred to as “The Association”).

Article II – Purpose

The purposes of The Association shall be:

1. To support the Choirs of James Bowie High School
2. To promote positive representation of the James Bowie High School Choral Department to the community.
3. To promote and stimulate musical education in the community.
4. To stimulate a spirit of fellowship and cooperation among the membership of The Association.

Article III – Members

There shall be three classes of membership: Regular, Associate, and Honorary.

Section 1 – Regular Members

Regular members are parents and guardians of current choir and auxiliary students. Regular members have the privilege of making motions, voting, and holding office. Regular members may not hold the same office for more than 2 consecutive school years

Section 2 – Associate Members

Associate members are current students of the James Bowie High School Choral Department, alumni, their family members, and Choir Directors. Associate members may serve on committees but may not vote.

Section 3 – Honorary Members

Honorary membership may be granted to individuals by vote of the regular membership. Honorary membership will be allowed all the rights of regular membership, including the ability to hold office as stipulated in Section 1.

Section 4 – Membership Contribution

The Executive Committee may set and request a membership contribution.

Article IV – Committees

Section 1 – Audit Committee

The Audit committee shall be composed of three regular members elected at the May meeting.

The Audit Committee shall perform an annual review of all Association records and report their findings at the September meeting. The Booster Association's fiscal year will run from July 1st to June 30th of each year.

Section 2 – Budget Committee

The Budget committee shall be composed of the President, Treasurer, Executive Committee members and regular members representing each of the choirs of Bowie as appointed by the President and approved by the membership at the May meeting.

The Budget committee shall prepare The Association's budget and submit it for approval to the Executive Committee at the June meeting.

The approved budget will be immediately posted in the choir hall and electronically for review by the Membership. The budget shall be presented for approval at the August regular meeting.

Section 3 - Finance Committee

The Finance committee shall be composed of the Treasurer and at least three regular members. The Finance committee shall:

- A. Maintain a working ledger on each account of receipts and disbursements.
- B. Receive and deposit all the funds of The Association
- C. Process disbursements of funds according to The Association budget. Disbursements of funds in excess of The Association budget must be approved by the Membership.
- D. Document and maintain procedures for processing deposits, payments and handling cash.

Section 4 - Member Services Committee

The Member Services committee chairman is appointed by the President and shall select committee members as needed. The Member Services committee shall:

- A. Encourage members to be active in The Association;
 - B. Solicit contributions from members in exchange for privileges including but not limited to discounts on the purchase of booster shirts and other items;
 - C. Compile and publish the Choirs of Bowie Boosters directory;
 - D. Coordinate the Adopt-a-Rookie program to match every incoming family with an experienced family.
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Section 5 - Scholarship Committee

The Scholarship Committee shall be composed of three to five regular members including a freshman parent, a sophomore parent, and a junior parent selected at the February meeting. Parents of seniors cannot be Scholarship Committee members as senior students are the recipients of The Association's scholarships.

The Scholarship Committee shall notify the senior students of the Booster scholarship opportunity. The Scholarship committee will collect and evaluate applications, and select the recipients of the Bowie Choir Booster Scholarship(s). The Recipient(s) will be announced at the April regular meeting of The Association.

The Scholarship Committee shall also allocate additional scholarship funds as available, to assist with Voice Lessons and Summer Choir Camps at the discretion of the director(s).

Section 6 - Nominating Committee

As described in Article VI, section 2.

Section 7 – Choir Support Committees

Choir Support Committees are created by The Association to perform services to the James Bowie High School Choral Department as outlined by The Association. The committee chairmen are appointed by the President with advice from the Choir Directors. The committee chairman is responsible for organizing volunteers as necessary.

Section 8 – Other Committees

Such other committees, standing or special, shall be appointed by the President as The Association or Executive Committee shall from time to time deem necessary to promote the purposes and carry on the work of The Association.

Section 9 – Term Limits

To promote and grow an active membership, it is desirable to limit committee chairmanships to two consecutive terms. However, if no volunteer is available, then a committee chairman may continue to serve additional terms.

Section 10 – Volunteer Hours

Committee Chairmen are responsible for reporting volunteer hours to the Recording Secretary at the conclusion of each event or on a monthly basis, for inclusion in the annual report of the PTSA Volunteer Coordinator.

Section 11 - President's Ex Officio Committee Membership

The President shall be an ex officio member of all committees except the Audit and Nominating committees.

Article V – Executive Committee

Section 1 – Membership

The Executive Committee shall consist of the Officers of The Association, Choir Directors, Committee Chairmen, the Parliamentarian and the immediate past President.

Section 2 – Duties

The duties of the Executive Committee include, but are not limited to:

- A. Transact necessary business between regular meetings of The Association;
- B. Approve the plans and work of the Committees;
- C. Present a report of its activities at the regular meeting of The Association.

Section 3 – Meetings

A. The Executive Committee shall meet prior to each regular meeting of The Association, at a time and place determined by the President.

Executive Committee meeting dates shall be presented to the membership at the beginning of the school year.

B. Executive Committee Meetings are open to The Association membership, but only Executive Committee Members are eligible to vote.

C. The Executive Committee shall set its own quorum and voting guidelines.

Article VI – Officers

Section 1 - Officers

The Officers of The Association shall be a President, a First Vice President - Fund Raising, a Second Vice President - Hospitality, a Secretary, a Treasurer, and a Parliamentarian.

Section 2 – Nominations and Elections

A Nominating committee composed of three to seven regular members shall be elected at the February meeting. The committee shall select its own chairman immediately following the meeting. The nominating committee shall report nominations for officers at the March meeting. Additional nominations from the floor will be allowed at the March meeting.

Section 3 – Ballot Election and Term of Office

Officers will be elected by ballot at the April regular meeting with the exception of the office of parliamentarian who will be appointed as outlined in Article VII Section 7. A plurality shall be sufficient for the election of any officer. Officers serve for one year

or until their successors are elected. Newly elected officers are installed at the May meeting.

Section 4 - Limitations

Officers must be Regular members of The Association. No member shall hold more than one office at a time, and no member shall serve more than two consecutive terms in the same office. A member who has served more than one-half of a term shall be credited with having served that term.

Section 5 - Vacancies

If a vacancy occurs in any elected office, the unexpired term shall be filled by an election and installation at the next regular meeting of The Association.

Article VII – Duties of Officers, Parliamentarian and Standards of Conduct

The officers shall have the following duties and such other duties applicable to the office as prescribed by the parliamentary authority adopted by The Association.

Section 1 – President

The President shall preside at all regular and special meetings of The Association and Executive Committee. The President shall be responsible for establishing a close working relationship among the booster association, choir director, and principal.

Section 2 – First Vice President – Fundraising

The First Vice President shall be responsible for coordinating all fundraisers of The Association. In the absence of the President, the First Vice President shall preside at all meetings of The Association and Executive Committee, and perform any other duties of the President as necessary. In the absence of the Second Vice President – Hospitality, the First Vice President – Fundraising shall assume the responsibilities of the Second Vice President as outlined in Article VII Section 3.

Section 3 – Second Vice President – Hospitality

The Second Vice President shall be responsible for coordinating hospitality events for the Choir or The Association.

Section 4 – Secretary

A. The Secretary shall keep an accurate and cumulative record of the minutes of Executive Committee and Association meetings.

B. The Secretary shall report volunteer activity to the PTSA Volunteer Coordinator at the end of the school year.

C. The Secretary shall make The Association records available to

any Choir Director or Member upon reasonable notice.

D. The Secretary shall make records available to the Audit Committee.

Section 6 – Treasurer

A. The Treasurer shall be responsible for The Association accounts and funds.

B. The Treasurer shall chair the Finance Committee.

C. The Treasurer shall present a financial report of The Association accounts and funds at each Executive Committee meeting, meeting of The Association, or as requested by any Choir Director or Member upon reasonable notice.

D. The Treasurer shall make records available to the Audit Committee.

Section 7 - Parliamentarian

The President shall appoint a Parliamentarian responsible for reviewing and maintaining these bylaws and advising the President regarding parliamentary procedure.

Section 8 - Standards of Conduct

All officers of The Association shall conduct themselves in a manner consistent with the best interests of The Association. An officer shall be subject to recall only if the officer has done one or more of the following:

A. Missing two or more consecutive meetings of The Association or Executive Committee without legitimate cause;

B. Taking action as an officer while having a conflict of interest; that is, the officer participates in decisions from which the officer could personally benefit financially or materially in a way that is distinct from the Members generally; or

C. Failing to discharge his or her official duties in good faith.

The procedure for a motion to recall any officer is as follows: (1) A written request shall be submitted, stating the grounds for recall specifically enough to put the officer and the other members on notice as to the reason for recall. (2) The request shall be signed by regular members representing at least twenty households, or regular and associate members. (3) Upon receipt by the President or First Vice President of a written request in proper form, a vote on recall shall be placed on the agenda of the next Association meeting. (4) A recall motion must receive the vote of at least two-thirds of the regular members present in order to pass.

Article VIII – Association Meetings

Regular monthly meeting dates shall be set by the Executive Committee and presented to the membership at the beginning of the

school year. Regular meetings may be rescheduled by the Executive Committee with seven days notice. Special meetings may be called by the Executive Committee with three business days notice.

Five regular members shall constitute a quorum for the transaction of business in any meeting of this association.

Except as otherwise provided in these bylaws, the affirmative vote of a majority of the members present at any Association meeting shall constitute approval of any matter. Voting by proxy shall not be permitted.

Article IX – Parliamentary Authority

In cases not specifically addressed by these Bylaws or any special rules of order The Association may adopt, any applicable rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern The Association.

Article X – Amendment of Bylaws

Amendments to these bylaws must be proposed in writing at any meeting of The Association, posted in the choir hall and electronically for review by the membership, and then approved by a two-thirds vote at the next regular meeting.