



CYPRESS WOODS BAND BOOSTER ASSOCIATION BY-LAWS

ARTICLE 1 – Name

The name of this Organization shall be “Cypress Woods Band Booster Association.”

ARTICLE II – Purpose

This non-profit Organization’s sole purpose shall be to enhance the band program and to assist Band Students and the Band Director(s) in every way to promote its educational purpose of learning, perfecting, and performing music as a group both at school and in the community by providing the additional funds and volunteers necessary to carry out said program.

No part of the net earnings of this Organization 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 Organization 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 Organization 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.

Upon 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. Any such assets not disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the Organization 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.

ARTICLE III – MEMBERSHIP

Section A – All parents and any persons who are interested in the good of the Band program are eligible for membership.

Section B - All members are welcome and are requested to assist with all projects undertaken by the Organization.



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Section C - Annual dues will not be required for membership, however, different levels of membership will be available to those who wish to underwrite the Band. The costs and privileges of these memberships are to be determined by the Executive Board prior to the start of each school year.

Section D – All members shall be eligible to vote or serve in any of the elected or appointed positions of the Organization. To be eligible for elective office, a member must have been an active Cypress Woods Band Booster Association member during the preceding school year.

ARTICLE IV – Officers

Section A – The following officers will be elected annually: President, First Vice President, Second Vice President (Fund Raising Executive), Recording Secretary, Correspondence Secretary, Treasurer, and Assistant Treasurer. During the inaugural year, the positions of President, Vice President, Secretary, and Treasurer will be appointed by the Band Director(s).

Section B – The officers and the Band Director(s) shall form the Executive Board of the Organization. The Band Director(s) and President shall be deemed ex-officio members of all committees.

Section C – No business shall be undertaken in the name of the Organization without having first been brought before, and approved by, the Executive Board.

Section D – A vacancy occurring in an elective office during the year will be filled by a person nominated by the Executive Board with additional nominations allowed from the floor and elected by the General Membership.

ARTICLE V – Elections

Section A – The Executive Board shall appoint the Nominating Committee. The Nominating Committee shall submit a single slate of officers. The annual election of the officers shall take place at the last meeting of the General Membership of the school year.

Section B – Additional nominations may be made from the floor. The nominee receiving the majority of the votes cast shall be elected. In case of a tie, the ballot will be eliminated and another ballot will be taken.

Section C – The President shall state the manner in which the casting of votes shall be made.

Section D – Executive Officers shall not hold the same office for more than two (2) consecutive years.



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ARTICLE VI – Duties of Officers

Section A - The **President** shall preside at all meetings of the Organization and of the Executive Board. She/he shall appoint all committees and in other ways see that the affairs of the Organization are conducted in a business-like manner and in accordance with the wishes of the Band Director(s). She/he shall have signatory powers for the Organization checking account, along with the Vice-President, Treasurer and Assistant Treasurer.

Section B – 1) The **First Vice President** for the Organization shall assist the President with all duties. In the event that the President cannot be present at a meeting or function, the First Vice President will take the President's place. She/he shall have signatory powers for the Organization checking account, along with the President, Treasurer and Assistant Treasurer. 2) The **Second Vice President** shall be in charge of all fund raising events approved by the Executive Board and act in the capacity of an Executive over fund raising committees.

Section C – 1) The **Recording Secretary** shall record accurate minutes of all meetings of the Executive Board and of the General Membership. Copies of the minutes shall be made available to all Executive Board members within a reasonable amount of time subsequent to each meeting. 2.) The **Correspondence Secretary** shall handle all correspondence of the Organization; including all donation acknowledgements, thank you notes and miscellaneous letters within a reasonable amount of time subsequent to each meeting or request. All general correspondence relating to booster business should also be kept. A log of the donations is kept and turned into the treasurer for reconciliation of records at the end of the fiscal year, or as requested.

Section D – The **Treasurer** shall collect all money due the Organization and deposit it for safekeeping to the Organization's bank account in a prudent and timely manner. She/he shall at the direction of the Executive Committee make necessary expenditures. She/he shall make a report of all expenditures and collections at each meeting and shall have signatory powers on the Organization's checking account, along with the President, Vice-President and Assistant Treasurer. Anyone receiving money on behalf of the Organization will be responsible to the Treasurer to keep accurate and complete records. Money collected must balance with records presented to the Treasurer. The Treasurer must present a financial statement to the Executive Board at the last meeting of the school year, or at other times as requested by the Executive Board. The Executive Board must approve the financial statement of the outgoing Treasurer prior to turning the position over to the incoming Treasurer.

Section E – The **Assistant Treasurer** shall assist the Treasurer to collect all money due the Organization, deposit it for safekeeping to the Organization's bank account in a prudent and timely manner, in the recording of expenditures, and the preparation of reports. She/he shall have signatory powers on the Organization's checking account, along with the President, Vice President and Treasurer. The Assistant Treasurer will be responsible to the Treasurer to keep accurate and complete records.

ARTICLE VII – Meetings

The Executive Board shall meet prior to each new school year and determine the date and time of the General Meetings, as well as for the Executive Board Meetings for the upcoming year. A listing of dates shall be printed and distributed to the Membership prior to the first scheduled General Meeting. Notice of emergency meeting(s) shall be given by phone and/or e-mail notices.



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ARTICLE VIII – Finance

Section A – Approval for any non-budgeted funds over \$2,500.00 by the Booster Club or the Band Director(s) must be approved by a majority vote of the Board.

Section B – Checks must have two (2) signatories on them. The signatories should include the Treasurer, Assistant Treasurer, the President and the First Vice-President. This will provide for situations when one of these Executive Board members is unavailable.

Section C - A financial statement will be produced by the Treasurer and approved by the Board at the end of each school year, or at other times at the request of the Executive Board.

ARTICLE IX – Conflict of Interest

A minimum of three (3) bids will be solicited for all purchases above the amount of \$2,000.00. If a bid by a member, trustee, or officer is chosen, the bid must be approved by the majority of the Executive Board and documented as to why the bid was accepted.

ARTICLE X – Amendment

The By-Laws may be amended at any meeting of the Organization by a majority vote of the members present, provided that notice of the proposed amendment was given prior to the meeting.

The By-Laws were created by the originating three Board Members (Band Director, President, and Treasurer) prior to the beginning of the inaugural school year for the benefit of the Cypress Woods Band Booster Association.

The proposed amendment included in this revision of April 12, 2011 was presented during the General Membership Meeting on April 12, 2011. The April 12, 2011 meeting minutes with the proposed amendment were posted on the CWBBA website and e-mail notice was sent to all members to review the proposed amendment in the minutes and attend the May 5, 2011 meeting to vote. The proposed amendment was reviewed during the May 5, 2011 General Membership meeting and received a majority approval vote from the members present. Refer to the April 12, 2011 and May 5, 2011 CWBBA meeting minutes.



Michael Vasquez, Band Director


Date Signed


Clariza Rath, President


Date Signed


Lynnette Langlois, Secretary


Date Signed