

# **Haltom Area Band Friends**

## **Constitution**

### ARTICLE I - NAME

The name of the association shall be called HALTOM AREA BAND FRIENDS, and shall be known herein and elsewhere as HABF.

### ARTICLE II - PURPOSES

As the friends of the band programs of the Haltom Area believe in the benefits of organization and unified action, they have formed the HALTOM AREA BAND FRIENDS. This association is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The purposes of this association are outlined as follows:

- To promote parental understanding of the students activities, opportunity, and objectives in the band program.
- To secure closer contact between parents, students, and band directors.
- To foster closer ties between parents of younger students and parents of high school students.
- To promote music culture in the community by fostering concert attendance and public support of band activities, thereby rendering moral support to the students.
- To render financial aid in areas necessary for realizing the objectives of the Haltom Area Bands.

### ARTICLE III - MEMBERSHIP

SECTION 1. Any person with special interest in the Haltom Area Bands, either past, present or future, upon receipt of dues as herein provided, may become members of HABF.

SECTION 2. Commercial memberships may be available to firms that make contributions. Posters and/or plaques will be provided for display in that place of business.

### ARTICLE IV - OFFICERS

SECTION 1. Officers of the HABF shall consist of president, first vice-president, second vice-president, third vice-president, fourth vice-president, secretary, treasurer, parliamentarian, historian and one representative selected by the band director of each middle school.

SECTION 2. Each officer shall have a student actively participating in the band.

SECTION 3. The officers and the Haltom Area band directors shall constitute the executive board.

SECTION 4. The fine arts director for Birdville Independent School District shall serve on the executive board as an ex-officio member.

#### ARTICLE V - AFFILIATION

SECTION 1. The association, although not officially affiliated with any other associations of adults in the Haltom Area, shall recognize the need for unity in the schools and through its aid to the band, support the other activities in the schools.

SECTION 2. The association may not supersede nor be subordinate to any other adult booster association in the Haltom Area.

#### ARTICLE VI - ADVISORY COUNCIL

The fine arts director, middle school principals, high school principals, and associate superintendent for instruction of schools for the Birdville Independent School District shall serve as an advisory council. Each will have all privileges of membership except the right to hold office.

#### ARTICLE VII - LINE OF AUTHORITY

The final authority in controversial policy or decision-making must rest with the head band director, fine arts director and the administration of the Birdville Independent School District.

#### ARTICLE VIII - RESTRICTIONS

No part of the net earnings of HABF shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except, that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in the furtherance of the purposes set forth in Article II.

No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the association shall not carry on any activities not permitted to be carried on (a) by an association exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an association's contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

#### ARTICLE IX - DISSOLUTION

Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding section of any

future United States Internal Revenue law, or shall be distributed to the United States Government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court or Common Pleas of the county in which the Principal office of the association is then located, exclusively for such purposes or to such associations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes

## ARTICLE X - RULES FOR AMENDING

An amendment to the constitution must be introduced in writing at a meeting of the executive board. A copy of the proposed amendment, together with the recommendation of the executive board, shall then be submitted to the membership for reading at the next general meeting of the association. Voting, with a two-thirds majority of those members in good standing in attendance, is required to adopt the proposed amendment.

## BYLAWS

### ARTICLE I - RULES OF ORDER

The most current issue of ROBERTS' RULES OF ORDER shall be the authority on all questions of procedure not specifically stated in the constitution and bylaws.

### ARTICLE II - DUTIES AND TERMS OF OFFICERS

SECTION 1. A term herein is defined as that period of June 1 - May 31 of a school year.

SECTION 2. All officers shall begin serving their term on the first (1<sup>st</sup>) day of June. All officers must attend a majority of the meetings during their term in office. If a vacancy occurs in any office, with the exception of that of president, it shall be filled by the executive board.

SECTION 3. The president and first vice-president shall be limited to serve only one consecutive term. The first vice-president shall succeed the president at the start of the next term or in the case of the president's resignation to fulfill his unexpired term. It is suggested that all other officers shall be limited to two consecutive terms in one office. Exceptions to this clause must be approved by the executive board.

SECTION 4. It shall be the duty of the president to preside at all meetings, to appoint all committees not otherwise provided for, and to be an ex-officio member of all committees.

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SECTION 5. The first vice-president shall, in the absence of the president, preside at all meetings of the executive board and the general body. He/she shall act as the president's aide in all activities and succeed the president in the next term. He/she shall serve as organizer for parent supervision regarding bus sponsors, equipment, uniforms and trips, and will serve as chairperson of the hauler committee.

SECTION 6. The second vice-president shall serve as projects chairperson. He/she shall, with the approval and assistance of the executive board, suggest and supervise to their completion the fundraising projects undertaken by HABF and will serve as

chairperson of the fundraising committee.

SECTION 7. The third vice-president shall act as chairperson of the membership committee, shall sponsor membership enrollment campaigns, and keep an accurate record of general and commercial memberships and volunteer hours.

SECTION 8. The fourth vice-president shall act as chairperson of the hospitality committee and shall be responsible for any meals provided by HABF as a service for the students or as a fund-raiser for the organization.

SECTION 9. The secretary shall keep records of all meetings of the general membership and of the executive board, notify the executive board members of executive meetings, conduct the correspondence of HABF and will serve as chairperson of the newsletter committee.

SECTION 10. The treasurer shall receive all monies of the association, shall keep accurate records of receipts and expenditures, and shall pay out funds only as authorized by the association. The treasurer shall present a statement of accounts at every meeting of HABF and at other times requested by the association. The treasurer shall be responsible for filing all necessary annual reports as required by the IRS, Texas State Comptroller, etc.

SECTION 11. The parliamentarian shall interpret to the membership the question of procedure not specifically stated in the constitution, using as his/her authority the most current issue of ROBERTS' RULE OF ORDER and will serve as chairperson of the communications committee.

SECTION 12. The historian shall create the annual concert program by collecting and cataloging pictures and other memorabilia that pertain to the Haltom Area Bands and also request donations and advertisements to support funding of the annual concert program. The historian will also serve as chairperson of the publicity committee.

SECTION 13. The middle school representatives shall all serve to expedite the HABF activities in and by the individual schools by contacting middle school parents as needed.

SECTION 14. Any of the above officers shall have the authority to conduct a meeting with the seniority in the order named in the sections above.

### ARTICLE III - FUNCTIONS OF THE EXECUTIVE BOARD

SECTION 1. The executive board shall have the power to transact in the interim of the regular meetings all business not otherwise provided for in the constitution or bylaws or delegated to special committees, except that of modifying any action by the association.

SECTION 2. The executive board shall normally meet one week prior to the general meeting, but the president shall have the authority to cancel a meeting if none is needed, or to call special meetings if needed. A meeting of the executive board may also be called by any two other officers or by the head band director.

- SECTION 3. The executive board shall be empowered to expend funds in the interim, if deemed necessary for the furtherance of Article II of the constitution, provided that it does not negate the intentions of the general membership.
- SECTION 4. The executive board shall serve as the budget committee. **A proposed budget for the upcoming year shall be presented to the general membership at the last association meeting of the current year.**
- SECTION 5. The executive board shall have the authority and obligation to periodically evaluate and set rates for membership fees, and make any adjustment not requiring an amendment to the constitution, as the band program and local economy changes.

#### ARTICLE IV - COMMITTEES

- SECTION 1. There shall be the following standing committees: fundraising, membership, hospitality, newsletter, band banquet, communications, publicity, nominating, auditing, scholarship, hauler, and color guard.
- SECTION 2. The fundraising committee will organize and supervise all fundraising projects to their completion.
- SECTION 3. The membership committee shall organize any enrollment campaign for general and/or commercial membership, keep records of BISD volunteer forms and volunteer hours and distribute commercial membership posters and/or plaques and make, distribute and collect parent volunteer information sheets.
- SECTION 4. The hospitality committee shall organize any meals provided by HABF as a service for the students or as a fund-raiser for the organization, and shall be in charge of refreshments when needed.
- SECTION 5. The newsletter committee shall write and distribute the HABF newsletter and provide information for the BISD Fine Arts web page on the internet.
- SECTION 6. The band banquet committee shall oversee preparations for the banquet. The chairperson will be appointed by the president and will work in conjunction with the band council.
- SECTION 7. The communications committee shall be responsible for notifying membership of regular or called meetings of the association and inform parents of volunteer needs by a telephone-calling network. This committee shall provide a HABF contact at each activity to answer questions, listen to concerns and give information to the general membership.
- SECTION 8. The publicity committee shall notify the media of HABF activities and in all other ways possible, inform the public of band and HABF functions and publish and distribute an annual concert program for high school and middle school concerts.
- SECTION 9. The nominating committee, consisting of five (5) members shall be appointed by the president at the beginning of the calendar year. It shall consist of at least one (1), but not more than two (2), member(s) of the executive board, the remainder being chosen from the membership at large. This committee, after observing prospective

candidates for the bulk of the year, shall nominate a slate as provided in Article IV of the constitution.

SECTION 10. The auditing committee of three (3) members, appointed by the president, shall stand ready to audit the HABF books in July or when necessary.

SECTION 11. The scholarship committee shall consist of two (2) band directors and three (3) non-senior parents appointed by the president and shall distribute applications and select recipients for the HABF scholarship.

SECTION 12. The hauler committee shall be responsible for loading and hauling any band or color guard equipment and water to all football games, contests, trips etc.

SECTION 13. The color guard committee shall be responsible for informing the president of any events or activities in which the color guard will participate. The chairperson shall be appointed by the president.

SECTION 14. Special committees may be appointed as needed by the president.

SECTION 15. The band directors shall serve as ex-officio members of all committees.

#### ARTICLE V - MEETINGS OF GENERAL MEMBERSHIP

SECTION 1. General Association meetings shall be held as the board decides. The dates shall be set by the executive board according to the needs of HABF in a given year.

SECTION 2. The president, with the consent of the executive board, shall have the power to cancel a meeting, change the date of a meeting, or, in an emergency situation, to call an additional meeting.

SECTION 3. Agendas of regular meetings shall be pertinent and/or entertaining to parents of band members in all the schools.

#### ARTICLE VI - ELECTIONS

SECTION 1. The report of the nominating committee shall be made at the final association meeting of the general body and the election of officers shall take place at this meeting.

SECTION 2. Nominations from the floor must be allowed. If there is more than one candidate for the same office, a simple majority of those in attendance, in good standing, shall decide the election.

#### ARTICLE VII - QUORUM

A quorum for all meetings of the association shall consist of the members in attendance, in good standing, and a quorum for committee meetings shall consist of a simple majority of the members of the committee.

## ARTICLE VIII - FINANCIAL STRUCTURE

- SECTION 1. All bills shall be paid by checks signed either by the treasurer, the president, or first vice-president.
- SECTION 2. Income may be secured from membership fees, grants, gifts or donations, and projects.
- SECTION 3. All monies shall be placed in a unified general fund, a portion of which may be placed in a savings plan at the discretion of the executive board.
- SECTION 4. Expenditures shall be based on the budget requested by the band directors, submitted by the executive board, and approved by the general membership. If, during the year, the band directors need changes, they may recommend an amendment to the budget for approval by the general membership at a regular meeting. This flexibility clause further provides that funds designated for one purpose may, with executive board approval, be re-designated for new purposes.
- SECTION 5. High school students may, with Birdville Independent School District approval, raise funds specifically ear-marked for trips or social projects with a special account serving as the clearinghouse for these funds. Middle school students, if a specific need arises, and with Birdville Independent School district approval, may sponsor independent projects. These special fund-raisers shall not in any way conflict with existing HABF projects.
- SECTION 6. All funds, except those raised independently by band students for non-HABF projects, shall be deposited in the general fund with the expenditures going toward the fulfillment of the total HABF budget.

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- SECTION 7. If there is a surplus at year's end, the executive board may recommend an endowment towards a travel fund or special need determined by the band directors. However, a carry-over determined by the budget shall remain in the treasury throughout the summer
- SECTION 8. The financial records shall be audited by the auditing committee before the end of July each year, and at any other time requested by the executive board.
- SECTION 9. A copy of the audit that is to be completed each July will be made available to the Board of Directors of the Haltom/Richland Band Concessions, Incorporated and will be placed in the permanent records of the association to be made available to the general membership upon request.

## ARTICLE IX - AMENDMENTS OF BYLAWS

The bylaws may be amended by a unanimous vote of the executive board or may be amended by a two-thirds vote at any regular meeting, provided the notice of the proposed amendments shall have been filed with the secretary and a duplicated copy presented at the meeting preceding the one at which it is to be considered for adoption.

