

**ALLEN EAGLE BAND BOOSTER ASSOCIATION
BY-LAWS**

Adopted July 22, 1997
Amended July 12, 1999
Amended April 25, 2002
Amended May 4, 2006
Amended May 11, 2010

ARTICLE I - NAME

The name of this organization shall be ALLEN EAGLE BAND BOOSTER ASSOCIATION.

ARTICLE II - OBJECTIVES

The Allen Eagle Band Booster Association is an independent non-profit organization, organized to support the Allen High School Band program in Allen, Texas, USA, and dedicated to achieving the following objectives:

- To provide a positive environment for student's educational and artistic growth.
- To promote a closer relationship between the parents, students, and staff, in an atmosphere of mutual cooperation, support, and respect.
- To encourage a high level of achievement for the Allen Eagle Band and its members.
- To provide resources, both human and financial, to support Allen Eagle Band activities.

Activities of the ABBA shall not conflict with University Interscholastic League rules or Allen Independent School District policy. The organization is organized for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III - METHODS

Section 1 - The ABBA shall strive to achieve the objectives of the ABBA by assisting in logistics and providing support through projects, contributions, and membership dues.

Section 2 - The ABBA shall seek neither to direct the administrative activities of the school (including the Allen Eagle Band), nor to control its policies. Compliance with University Interscholastic League (UIL) rules shall be monitored by the Allen ISD UIL Compliance Officer.

Section 3 - The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 4 - The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 5 – No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1 – Any person who supports the objectives of the Allen Eagle Band Booster Association and is willing to uphold its policies and subscribe to its by-laws may become a member upon payment of dues.

Section 2 – The membership dues for the upcoming year shall be determined by the outgoing board and announced at the last general meeting of the current year. Membership dues will be renewable at the beginning of each school year.

ARTICLE V – BOARD OF DIRECTORS AND THEIR ELECTION

Section 1 – The Board of Directors consist of the following officers: President, eight Vice Presidents, Secretary, and Treasurer. These offices may be filled by an individual, a husband and wife team, or a team of two individuals. Any voting member of the Board of Directors must be a parent or legal guardian of a student who is a member of the Allen Eagle Band.

Section 2 – The Board membership shall strive to include representation from each participating group (Band and Color Guard).

Section 3 – Each officer shall be a member of this organization prior to taking office.

Section 4 – All officers shall be elected annually, in open election, at the last general meeting of the school year. Recommendations will be made by the Nominating Committee and nominations will be accepted from the floor.

Section 5 – A person shall not be eligible to serve more than three (3) consecutive terms in the same office. Individuals serving more than one-half of a term shall be credited with serving the full term.

Section 6 – The President shall appoint a Nominating Committee to present a slate of officers at the last general meeting prior to the end of the year. The Committee shall nominate an eligible person for each anticipated vacancy and reports its findings at the last regular board meeting, prior to the general election. The report shall be publicized to the membership at least seven (7) days prior to the general meeting.

Section 7 – A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board of Directors, due notice of such election having been given. In case a vacancy occurs in the office of President, the first Vice-President shall serve the remaining term. Should a multiple vacancy (e.g., both President and first Vice President) occur, the second Vice President shall serve the remaining term and so on.

Section 8 – Any officer ceases to have a child as a member of the Allen Eagle Band program shall resign and a new officer shall be elected in accordance with Article V, Section 7 above.

ARTICLE VI - RESPONSIBILITIES OF OFFICERS

Section 1 – Board members shall miss no more than two consecutive scheduled Board meetings. Should that instance arise, the Board shall reserve the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

Section 2 – Board members shall conduct themselves morally and ethically at all times in accordance with the Allen ISD Code of Conduct.

Section 3 – If Board members consistently fail to comply with these By-laws and the Standing Rules, the Board reserves the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

Section 4 – Outgoing Board members should turn over notebooks or any other materials used in the previous year(s) to implement that position, to the new officers at the last Board Meeting of the year. If necessary, the out-going Board members may serve as mentors to the incoming Board members.

ARTICLE VII - MEETINGS AND VOTING

Section 1 – Regular meetings (general meetings) of the ABBA shall be held at least three times a year, called by the President. The first meeting shall be held as soon as practical after the commencement of the school year. Members present shall constitute a quorum for the transaction of business at any general meeting of the ABBA, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via EscaAnnouncement, web page, e-mail, letter or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the ABBA.

Section 2 – The Board of Directors shall meet at least three times a year prior to General meetings during the school year and at other times as necessary. Six voting offices (or voting positions) shall constitute a quorum for transaction of Board business. For purposes of Board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the Board of Directors. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes. This will include individual motions, vote totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) e-mail, phone, or face-to-face voting.

Section 3 – Special meetings may be called by the President or members of the Board of Directors, as necessary, provided all Board members are properly notified, with a minimum of three (3) days notice. Notification be via include phone, e-mail or in person.

ARTICLE VIII - FISCAL RESPONSIBILITIES

Section 1 - The Board of Directors shall have authority to allocate assets of the organization in support of the stated objectives.

Section 2 - The Treasurer shall maintain a budget, which accounts for all anticipated revenue and expenditures throughout the year. No unbudgeted expenditures shall be made without approval of the Board of Directors.

Section 3 - Two authorized signatures shall be required on all checks exceeding the amount of one hundred dollars (\$100) . In the event that both members of a husband/wife team are authorized signers on the account, the husband/wife team shall not sign the same check. No officer shall sign a check being issued to himself.

Section 4 - The fiscal year of this organization shall begin July 1 and end June 30.

Section 5 - An internal audit should be performed within 30 - 45 days of the fiscal year-end. The audit committee should be comprised of 3 persons who have not had signature authority or collected monies within the last year. An external audit should be performed at the departure of the existing Treasurer.

ARTICLE IX - STANDING AND SPECIAL COMMITTEES

Section 1 - Such standing and special committees shall be created by the Board of Directors as may be deemed necessary to promote the objectives and carry on the work of the ABBA. All committee work shall be undertaken with the consent of the Board of Directors. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work.

Section 2 - The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE X - PARLIAMENTARY AUTHORITY

Section 1 - Robert's Rules of Order (Revised) shall govern this ABBA in all cases when applicable.

ARTICLE XI - AMENDMENTS

Section 1 - These by-laws may be amended at any regular meeting (general meeting) of this organization by two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given. For the purposes of this section, due notice shall be defined as notification via web page, e-mail, written letter, or discussion at a General Meeting.

A committee may be appointed to submit a revised set of by-laws by a majority vote at a meeting of the ABBA, or by a two-thirds vote of the Board of Directors. These proposed by-laws are subject to the approval process outlined above.