

# ALLEN EAGLE BAND BOOSTER ASSOCIATION

## STANDING RULES

Adopted April 25, 2002

Amended April 18, 2006

Amended May 11, 2010

The objective of this document is to govern the day-to-day workings of the Allen Eagle Band Booster Association ("ABBA"). Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting of the ABBA.

### ARTICLE I - ADOPTION OF DOCUMENT

**Section 1** -The Standing Rules shall be reviewed by the Board annually prior to the end of the school year. The new incoming Board will adopt or amend the Standing Rules during their first meeting. This document may be amended by a majority vote at any General business meeting.

### ARTICLE II - OFFICES AND DUTIES

**Section 1 -President:** The President shall:

- Preside at all meetings of the ABBA.
- Coordinate the work of the other officers and committees in order that the objectives of the ABBA may be promoted.
- Be responsible for coordinating the ABBA support of all Allen Eagle Band events, such as games, contests, recitals, parades, or special events.
- Promote group projects in the summer including team building and promotion and support of team work within the organization as a whole.
- Assist in summer fundraising and team activities.
- Contribute to the EscaAnnouncement with information about upcoming events.
- Be the direct liaison with the Allen Eagle Band staff and be responsible for obtaining Director final approval on all Allen Eagle Band activities.
- Be authorized to sign on bank accounts.
- Perform other duties as may be prescribed in these Standing Rules or assigned to by the ABBA or Board of Directors.

The President may appoint the immediate Past President as a non-voting member of the Board of Directors to act as aide and assistant to the President.

Previous experience on the Allen Band Booster Board is a prerequisite for all potential candidates for this position. Should no one with prior experience be willing to serve, then this prerequisite may be waived as a last resort.

**Section 2 -1<sup>ST</sup> Vice President (Membership):** This office shall:

- Act as an aide to the President.
- Perform the duties of the President in the absence of, or inability of the President to serve.
- Be responsible for the membership drive and roster.
- Be responsible for creating the EscaAnnouncements for the ABBA, including maintenance of the mailing list created by the membership roster.
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committees for Membership drives and activities (i.e. watermelon bust).

**Section 3 -2<sup>ND</sup> Vice President (Ways and Means):** This office shall:

- Be responsible for all ABBA fund-raisers and spirit item sales. Ideas and suggestion should be presented to and approved by the Board.
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committees for establishing fund-raisers, and implementing fund-raisers.
- It is highly recommended that this be a co-chaired position.

**Section 4 -3<sup>RD</sup> Vice President (Equipment and Props):** This office shall:

- Be in charge of transportation of instruments, props, refreshments, and other items required by the Allen Eagle Band.
- This officer would also coordinate the efforts to create props (not related to costuming) as necessary.
- Manage dedicated support group volunteers related to Equipment and Props (i.e. Pit Bulls).
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committees for Equipment transportation and Prop creation.

**Section 5 -4<sup>TH</sup> Vice President (Concessions):** This office shall:

- Be in charge of all ABBA concession operations.
- Be responsible for compliance with Allen ISD regulations and guidelines for food handling and concessions operations, including the completion of any required Allen ISD training.
- Coordinate with the volunteer coordinator on the staffing of concessions and work with the volunteers training and clean-up of the concession operation at the end of the event.
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.
- It is highly recommended that this be a co-chaired position.

**Section 6 -5<sup>TH</sup> Vice President (Volunteer Coordinator):** This office shall:

- Be responsible for recruiting volunteers as needed to serve at Allen Eagle Band functions, as chaperones, concession operators, and any other volunteer requirements.
- Maintain an approved list of volunteers in accordance with Allen ISD regulations and background checks.
- Maintain a master list of volunteer appointments and responsibilities.
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.
- It is highly recommended that this be a co-chaired position.

**Section 7 -6<sup>TH</sup> Vice President (Communications & Historian):** This office shall:

- Coordinate publicity (both internal and external communications)
- Coordinate photography and videography of Allen Eagle Band activities.
- Be responsible for the coordination and production of the yearly EscaMemories.
- Be the ABBA's contact person for all media outlets (newspaper and TV stations).
- Be responsible for supplying updates and information to the webmaster for maintenance of the History page of the website.
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.
- It is highly recommended that this be a co-chaired position.

**Section 8 -7<sup>th</sup> Vice President (Social Coordinator):** This office shall:

- Plan and coordinate internal Allen Eagle Band social functions (i.e. banquets, awards ceremonies, dances, membership gatherings, etc.)
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.
- It is highly recommended that this be a co-chaired position.

**Section 9 - 8<sup>th</sup> Vice President (Food Services):** This office shall:

- Coordinate food and refreshments for Allen Eagle Band members during events and functions (i.e. half-time drinks, meals, welcome lunch for Freshman, etc.)
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 10 -Treasurer:** This office shall:

- Be responsible for the financial matters of the Allen Eagle Band Booster ABBA. These responsibilities include writing checks, making deposits and maintaining an accurate and permanent financial record including all receipts and disbursements of the ABBA.
- File reports at regular Board and ABBA meetings.
- Be responsible for providing necessary documentation for internal and external audit and income tax purposes, for the fiscal year ending June 30 of the term served.
- Submit all documents for external audit at the end of tenure of this office.
- Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 11 - Secretary:** This office shall:

- Record the minutes of all meetings and file all written reports of the ABBA.
- Be responsible for retaining all historical documents for the ABBA and other duties as required by the ABBA.

### **ARTICLE III - BOARD OF DIRECTORS AND THEIR ELECTION**

**Section 1 - Nominating Committee:**

- Appointees to the Nominating Committee shall be Allen Band Booster Board members with outgoing Allen Eagle Band students and have no other children in the Allen Eagle Band or entering the program in the coming year.
- If these requirements cannot be met, a current Board member will be selected to complete the nominating committee.
- The Nominating Committee shall be given a list of board positions, duties, and recommended qualifications for their use in filling the slate of candidates.
- The Nominating Committee shall publish notification of elections and call for nominations at the time of its formation each spring semester.
- The Allen Eagle Band Staff should serve as non-voting members of the Nominating Committee to serve in an advisory capacity and shall be consulted in the vetting process of each recommended candidate.
- The nominating Committee shall notify the selected persons in advance of the final General Meeting.
- Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.

**Section 2** – Each Board member shall maintain an accurate and detailed description of their role and/or function. This record shall document but not be limited to events, plans, contacts, and resource requirements.

### **ARTICLE IV - MEETINGS AND VOTING**

**Section 1 – Regular Meetings:**

- The Board agrees to meet at least three times a year before General Meetings and at other times as necessary.
- Board meetings will be scheduled with two weeks advance notice to Board members and Staff. All meetings shall be coordinated and approved with Staff to minimize conflicts and maximize participation.
- Working meetings may take place without the above requirements; however, no voting shall take place.
- All votes are tallied on a per office basis. In the event of a co-chairs not being able to agree on a position, it will be counted as an abstention.

**Section 2 – External Business Meetings:**

Voting at regular business meetings is the preferred method for making Board decisions. Other voting methods, such as email and phone polling, may be beneficial for expediting urgent business items. However, care must be taken to maintain the integrity and validity of such voting, and should include the following guidelines:

- A. Robert's Rules of Order generally apply for voting outside a regular Board meeting, i.e., someone should be able to request a discussion of the proposed vote, or request that the proposed vote be deferred to the face-to-face meeting, etc.
- B. Failure to respond to a vote request made outside of a regular Board meeting (i.e., an e-mail or phone call) shall not constitute a vote.
- C. A vote cannot be considered closed until the resolution has either been passed or rejected by a simple majority of votes of all officers (a quorum cannot be determined in a non face-to-face situation).
- D. Voting results shall be published when the resolution is declared as passed or rejected.

## **ARTICLE V - BUDGETING AND EXPENDITURE AUTHORITY**

**Section 1** - The Board of Directors shall approve the budget by September 30 of the current budget year and at such times as changes are necessary.

**Section 2** - The Board of Directors shall endeavor to forecast revenue from various fundraising activities and shall keep such forecast as accurate as possible throughout the year.

**Section 3** - The Board of Directors, in association with the Allen Eagle Band Staff, shall forecast major expenditure opportunities (such as trips) so that planning for such expenditures shall be included in the budget process.

**Section 4** - The President may appoint individual members of the Board of Directors to be responsible for and champion individual line items of the budget to carry out their assigned areas of responsibility.