



TIMBERVIEW BAND PARENTS BYLAWS

I. Name

The name of the organization shall be Timberview Band Parents, having applied for incorporation on August 17, 2005. The principal office is in Mansfield, Tarrant County, Texas.

II. Purpose

The organization is exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code. The registered agent shall be the Treasurer of the organization. The purpose of the Timberview Band Parents is:

- To provide moral and financial support to the band program of Timberview High School (THS) in cooperation with the Band Directors, Principal, Mansfield Independent School District (MISD) and others in respective positions of the Timberview High School Band Programs.
- To provide assistance, guidance and inspiration to all present and future band students of the Timberview Band Program in order to develop and sustain top performing instrumental music programs at all levels.
- To assist with the purchase of equipment and supplies which are unavailable through the normal school budget, provided such actions are within the U.I.L., T.M.E.A and Mansfield Independent School District policies and procedures.
- To foster closer ties between parents, students and the band directors.

III. Membership

Active Members

Active members shall be defined as parent(s) and/or legal guardian(s) of students enrolled in any or all parts of the Timberview High School Band Program. Only active members shall have the right to vote, attend meetings, speak, make motions, and hold office. The Board of Directors (Board) meetings will be open to all parents as observers.

Alumni Members

Alumni members shall be defined as parent(s) and/or legal guardian(s) of a graduating student(s) formerly enrolled in any or all parts of the Timberview High School Band Program. Alumni membership expires after 12 months from their student's graduation date. Alumni members have no voting rights, nor may they make motions or hold office. They do however, have a right to attend general membership and/or Board meetings and speak.

Any member non-compliant with any policies and procedures established by MISD and/or these Bylaws will have their membership immediately revoked. Reinstatement is contingent upon approval by the following:

- Band Director(s)
- Principal
- Timberview Band Parents President

IV. Meetings

General membership meetings shall be held the second Tuesday of every month. These meetings shall be held from January through November in the band hall at THS unless otherwise notified. Special meetings may be called upon request by any active member when deemed necessary with the approval of the Board. Notification will occur through the band website and/or e-mail 72 hours prior to the meeting. A Timberview High School Band Director must be present during all general and special meetings.

V. Board of Directors

The business and affairs of the organization shall be managed by the Board of Directors, consisting of the elected President, Vice-President, Secretary, Treasurer and Committee Chairperson/Coordinator. The Board may exercise all powers as are not prohibited by statute or by the Articles of Incorporation or these Bylaws. The number of directors on the Board may be increased or decreased by resolution of the Board, and approved by 2/3 of the active members present at a general membership meeting. The term of each Board member shall be one (1) year.

VI. Officers

Terms for all positions shall be for (13) months effective, June 1st -July 31st. Elections/appointments will be held during the May meeting of the general membership. There are no limits on the number of terms, consecutive or total, that a person may serve in a position except as noted below. Officers must be a parent or legal guardian of an active band member in the Timberview High School Band Program.

No family members may hold offices in the same term where both offices have signatory authority.

1. Positions

A. President: Duties shall be to:

- Provide leadership to the organization;
- Vote;
- Prepare agenda and conduct each meeting;
- Sign contracts as directed by the general membership;
- Assist in preparation of annual budget;
- Countersign checks as necessary.

- B. Vice-President: Duties shall be to:
- Assume the duties of the President in the absence of the President;
 - Assist in preparation of the annual budget;
 - Vote;
 - Assist President when and where needed;
 - Countersign checks as necessary.
 - Will oversee all fundraising initiatives coordinated by the General Fundraising Coordinator, Spirit Sales Coordinator and the TNT Fireworks Coordinator.
 - Ensure Corporation/Community sponsorships are appropriately compensated in accordance with established sponsorship guidelines/incentives.
- C. Secretary: Duties shall be to:
- Record minutes of all meetings and report them at the next meeting;
 - Maintain a permanent archive of the minutes of all meetings;
 - Countersign checks as necessary;
 - Keep copies of current Bylaws on-hand;
 - Maintain a copy of previous Bylaws;
 - Assist in preparation of the annual budget;
 - Vote.
- D. Treasurer: Duties shall be to:
- Serve as the registered agent for the organization;
 - Assist in preparation of the annual budget.
 - Serve as the primary signatory on all checks;
 - Arrange for cash for fundraising events as appropriate;
 - Keep financial records and account for all monies;
 - Maintain copies of tax-exempt status, tax records and other legal documents such as the Articles of Incorporation;
 - Prepare books for the annual audit;
 - Serve no more than two (2) consecutive terms;
 - Collect and deposit all monies within 5 calendar days of receipt;
 - Maintain a ledger of income and expenses, from which he/she shall prepare a monthly financial report for the general meetings;
 - Vote.
- E. Parliamentarian: Duties shall be to:
- Be appointed by the Board;
 - Ensure meetings are conducted in accordance with Robert's Rules of Order;
 - Assist Board with any/all disruptive behavior matters as they arise during, before, and/or after any/all meetings.

2. Terminations:

- A. Any elected or appointed officer/chairperson/coordinator who becomes delinquent in his/her duties for 30 calendar days must forfeit his/her position after a written notification by the Board and/or Band Director(s). Should an elected officer find personal or job requirements keeping them from being able to fulfill their duties, they will be requested to resign.
- B. Any elected or appointed officer/chairperson/coordinator who accumulates three (3) consecutive unexcused absences from general meetings must forfeit his/her office after written notification by the Board and/or Band Director(s).
- C. Any elected or appointed officer/chairperson/coordinator may be relieved of their position for failure to fulfill their duties as described in the Bylaws by a 2/3 vote of active members present at a general meeting and written notification from the Board and/or Band Director(s).
- D. Should any officer resign or be asked to resign their position for any of the above stated reasons, a successor will be chosen by the Board to be approved by a 2/3 vote of active members present at the next general meeting.

VII. Committees

The following committees shall be convened annually;

1. Budget Committee

- Shall be responsible for developing a working annual budget to be presented at the general meeting for approval in September.
- Is Co-chaired by the President, Vice-President, Treasurer, Secretary, and one (1) member from each committee.

2. Audit Committee

- Shall consist of three (3) active members who are not members of the Board.
- Shall be appointed by the President in June to conduct an internal audit of the financial records of the Treasurer prior to the September general meeting.
- Shall present an audit report of the financial condition of the Timberview Band Parents to the Board and the membership at the June general meeting or at any time the office of Treasurer is vacated during his/her term.

3. Nominating Committee

- Shall be appointed at the March general meeting of each year.
- Shall consist of at least 5 active members.

- Any active member, as defined in Section III, of the organization may serve on this committee.
 - Shall prepare a slate of nominees for the general membership to be announced at the April meeting and voted on at the May general meeting.
- 4. End of Marching Season Committee**
- Shall be responsible for all arrangements needed to organize and carry out the annual End of Marching Season Party.
 - Shall operate with a budget as set by the budget committee and approved by the general membership.
- 5. Banquet Committee**
- Shall be assembled at the September general meeting of each year.
 - Shall make arrangements for Band Banquet.
 - Will be responsible for reservations, food, decorations, invitations, entertainment, and all other items approved by the active membership.
 - Shall operate with a budget as set by the budget committee and approved by the active membership.
- 6. Hospitality Committee**
- Arrange for refreshments when requested by an officer and/or the Board.
 - Maintain an accurate record of the purchases made as well as the amount of cash received from students, parents, and Band Directors.
 - Counting and turning in all collected monies to the Treasurer for deposit no later than three (3) business days following collection.
 - Responsible for Friday night student dinners.
 - Will have dinner choices and costs posted on the band website the Monday before each game to allow students enough time to make a choice by Wednesday afternoon.
 - Responsible for Game Day snacks for marching band and guard students, Chaperones, Directors and Pit Crew
 - Will acquire and serve snacks and beverages in accordance with U.I.L. rules and policies.
- 7. Fundraising Committee**
- Shall be divided into (3) categories to include: General Fundraising, Spirit Sales and TNT Fireworks.
- A. General Fundraising**
- Shall be responsible for organizing and coordinating general fund raising activities.
 - Ensure that all fundraising initiatives that involve student participation are approved by the Director of Bands before making any arrangements for said fund raiser.

- Shall be responsible for acquiring authority to conduct general fundraising initiatives from the Director of Bands, Principal and respective MISD personnel in accordance with established MISD policies/procedures.
- Shall be responsible for assisting in the hosting of Winterguard Competitions.
- Shall be responsible for acquiring approval for any fundraising expenses prior to committing to any vendor.
- Report to Vice-President.

B. Spirit Sales

- Shall be responsible for organizing and coordinating all Spirit Sales to include, but not limited to: parent shirts, yard signs, window decals, clothes, hats, banners, towels, cups, etc.
- Ensure that all fundraising initiatives that involve student participation are approved by the Director of Bands before making any arrangements for said fundraiser.
- Shall be responsible for acquiring authority to conduct Spirit Sales from the Director of Bands, Principal and respective MISD personnel in accordance with established MISD policies/procedures.
- Shall be responsible for all artwork, designs, product ordering and all other aspects assigned by the President and/or Director of Bands.
- Shall be responsible for acquiring approval for any fundraising expenses prior to committing to any vendor.
- Report to Vice-President.

C. TNT Fireworks

- Shall be responsible for organizing and coordinating all assigned TNT Fireworks shifts for the Summer (June 24th-July 4th) and Winter (December 20th-January 1st) season to include, but not limited to: truck unloading, cashiers, greeters, baggers, sales, managers, and stockers.
- Ensure that this fundraising initiative is approved by the Director of Bands before making any arrangements for said fundraiser.
- Shall be responsible for acquiring authority to participate in the TNT Fireworks fundraising initiative from the Director of Bands, Principal and respective MISD personnel in accordance with established MISD policies/procedures.
- Shall be responsible for communicating applicable TNT Fireworks orientation, shifts, times and duties to respective volunteers to ensure adequate coverage of assigned positions.
- Shall be responsible for coordinating with the Hospitality Coordinator the need for adequate refreshments for volunteers during assigned shifts.

- Shall be responsible in communicating and releasing any unfilled shifts to sister bands in a timely fashion to ensure adequate time for others to fill these positions.
- Shall be responsible for acquiring approval for any fundraising expenses prior to committing to any vendor.
- Report to Vice-President.

8. Guard Committee

- Primary Coordinator is appointed by the Band Directors.
- Shall be organized to assist the guard with flags, props, uniforms, sewing, etc.
- Shall work in cooperation with the color guard instructor. Color Guard instructor and Band Director have the final say for all decisions made for the guard.

9. Uniform Committee

- Primary Coordinator is appointed by the Band Directors.
- Shall be organized to fit and hem uniforms, dresses and tuxes for the band.
- Shall help with dry cleaning if needed.
- Will help maintain uniforms, dresses and tuxes throughout the school year as needed.

10. Chaperone Committee

- Primary Coordinator is appointed by the Band Directors.
- Shall be responsible for obtaining an adequate number of adult chaperones as deemed necessary by the Band Director(s) for any activity away from school grounds.
- Will be responsible for the first aid kit which may be delegated to a nurse if one is available.
- Responsible for enforcing chaperone guidelines.
- Chaperone Guidelines:
 - A. Only active members 21 years of age or older may be designated as official chaperones.
 - B. The number of chaperones needed will be determined by the Band Director(s). As a general rule, one chaperone is needed for every ten (10) students (1:10).
 - C. Designated chaperones are not allowed to bring other dependents on any trip or function because of bus riding regulations.
 - D. Chaperone duties include, but are not limited to:
 - Being responsible for the conduct and general welfare of all band members.
 - Ensuring all band members adhere to all rules as set forth by the Band Director(s).
 - Ensuring all band members are at the appointed place, on time.

- 1) Chaperones will report directly to, and receive all directions from, the Chaperone Coordinator and/or Band Director(s)
- 2) No band member shall be excused from any location (i.e. bus) or activity without prior approval from the Band Director(s).
- 3) Chaperones must have prior chaperone experience in order to chaperone overnight trips unless approved by the Band Director(s).

VIII. Appointed Positions

The following positions shall be appointed by the Band Directors:

- Chaperone Coordinator
- Guard Coordinator
- Uniform Coordinator
- Pit Crew Coordinator
- Webmaster

The Parliamentarian shall be appointed by the Board.

IX. Amendments

The Bylaws of this organization may be amended with a 2/3 vote of the active membership presented at any general meeting. The amendments must be presented in writing one (1) month prior to the meeting where the vote is called.

X. Dissolution

The organization may only exist with the approval from the Band Directors and Principal of THS. The organization may be terminated at the discretion of the Head Band Director in agreement with the Head Principal and the MISD Fine Arts Director.

XI. Disbursement of Assets

Upon dissolution of Timberview Band Parents, all assets, as determined by an independent audit, must be disbursed to MISD to be used for the Timberview High School Band Program as allowed by the IRS code and the State of Texas.

XII. Finances

1. The approved budget shall be construed as authorization to expend funds. This responsibility is entrusted to the Board. Their expenditures must be revealed to the general membership at the next general meeting as part of the Treasurer's report.
2. Disbursement of funds shall follow the plan laid out in the approved annual budget. The annual budget may be amplified or modified by 2/3 of the present active members at any general or special meeting.
3. No funds, under any circumstances, can be expended, regardless of the budget's prior approval, if funds are not present in the account. Any person who makes a purchase or enters into a contract on behalf

- of the Timberview Band Parents without prior approval from the general membership will automatically incur the expense.
4. The Treasurer shall make the disbursements as authorized by the Board. Expenditures under \$100.00 may be authorized by the Board and will be discussed and documented at the next general meeting.
 5. All disbursements shall be made by check signed by the Treasurer and one other Officer, with the reason for the expenditure indicated on the check stub and a receipt on file.
 6. Individual expenditures up to and including \$100.00 consistent with the approved budget may be authorized by the Board not to exceed a total of \$200.00 between regularly scheduled general meetings. The purpose of this provision is to allow minor purchases in support of the competitions and fund raising activities. A summary of these disbursements will be discussed and documented at the next general meeting.
 7. Routine expenditures over \$100.00 must be itemized in the approved budget.
 8. The Timberview Band Parents shall purchase a surety bond adequate to cover any representative handling Timberview Band Parent monies.
 9. Emergency expenditures of up to \$300.00 may be authorized by a $\frac{3}{4}$ majority vote of the Board but such expenditures must be discussed at the next general meeting of the Timberview Band Parents and then included in the approved budget.

XIII. IRS Regulations

1. Article 1 and 2: are listed in Section I of these Bylaws, "Name".
2. Timberview Band Parents is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purpose, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
3. The names and addresses of the persons who were in the initial trustees of the corporation are as follows: Roy Johnson, Connie Pannes, and Vikki Cummings.
4. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that the corporation 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 second item above.
5. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding other provision to these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under

section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(20) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

6. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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 a Court of Competent Jurisdiction of the county in which the principal office of the corporation 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. As adopted by the Timberview Band Parents August 9, 2005.

XIV. Approved By:

President
Timberview Band Parents

Date

Director of Bands
Timberview High School Band Program

Date

Principal
Timberview High School

Date

Superintendent or Designee
Mansfield Independent School District

Date