

Constitution and Bylaws of the
Alamo Heights Band Association

PREAMBLE

Desiring to organize those who are interested in the support and development of the Alamo Heights Band (AHB) do hereby form as the Alamo Heights Band Association. It is understood that the Alamo Heights Band Association will work with and support the policies of the Alamo Heights Independent School District (AHISD).

ARTICLE I – Name

The name of this organization shall be “The Alamo Heights Band Association” (AHBA).

ARTICLE II – Mission

The AHBA is governed by an approach that emphasizes vision by its leaders and a sense of community with its Members, Band Directors, Alamo Heights Administration and the Alamo Heights Community. The AHBA encompasses three equally important groups: The Board of Directors, the Committees, and all AHB programs. The Board of Directors sets the vision, the Committee implements the vision, and the AHB program and the Community participate to deliver the vision.

The AHBA shall encourage the growth and development of a high quality band program that compliments and extends the educational options for all band students, as well as actively develop and implement creative avenues that encourages students to excel through the band program as a community and individually.

The AHBA shall provide financial support for unique projects which promote the band program and fall within Texas University Interscholastic League (UIL), Texas Music Educators Association (TMEA), and AHISD policies and guidelines, but which are outside the domain and purpose of AHISD funding.

ARTICLE III – Policies

Section 1: This organization shall be independent, voluntary, non-profit, non-sectarian, and non-partisan.

Section 2: This organization will cooperate with the Director of Bands, other AHISD school district personnel, and Board of Trustees of the AHISD to support, promote, and improve the AHB programs.

Section 3: The AHBA is a Section 501(c)(3) organization and designates as such:

- A. Organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- B. No part of the net earnings of this organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that this 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 Article II, hereof. Notwithstanding any other provision of these articles, this

organization shall not carry on any other activities not permitted as described under the Internal Revenue Code section 170(c)(2) or under the Federal Income Tax Section 501(c)(3).

ARTICLE IV – Membership

Section 1: Any person interested in the objectives and policies of this organization may become a member upon payment of the appropriate dues. Members are predominantly high school and junior school parents, but anyone can be considered for membership.

Section 2: The privileges of holding office, making motions, debating, and voting shall be limited to paid members.

ARTICLE V – Member Obligations

Section 1: Active Members shall pay the following

1. Annual Dues (base level of dues shall be \$10.00)
2. Volunteer time commitment in one or more of the AHBA sanctioned events as defined in the annual budget.

ARTICLE VI – Board of Directors/Officers

The Board of Directors/Officers shall consist of the President, Operations Coordinator, Fundraising Coordinator, Events Coordinator, Membership/Volunteer Coordinator, Communications Coordinator, Treasurer, and the Director of Bands as an Ex-Officio.

Section 2: Election and Term

- A. Officers shall be elected at the Spring General Meeting for a term of one year. They shall not hold the same office for more than two consecutive terms.
- B. Nominations of candidates for any of the offices to be filled shall be made in writing at the first General Membership Meeting. Election shall be by recommendation of the Alamo Heights Band Director and the current President of the AHBA and one other member of the board. The names of the proposed slate of officers shall be announced at the Spring General Membership Meeting.
- C. Only those Members who are Voting Members and who have signified their consent to serve if elected shall be elected to such office.
- D. The officers shall be installed at the Spring Banquet and shall serve until their successors take office at the succeeding Spring Banquet and their powers and duties shall be outlined in Section 3 below.

Section 3: Duties

- A. President: The President shall be the Executive Officer of the AHBA. He/She shall preside at Board of Director meetings, General Meetings, and meetings of the Committees as an Ex-Officio. The President shall, with the approval of other officers, designate all Committees and appoint their Chairs unless otherwise provided by these Bylaws.
- B. Operations Coordinator: He/she shall assist the President and perform the duties of the President in his/her absence. He/she shall serve as Parliamentarian. He/she shall appoint and assist the Chaperone Chairperson and the Uniforms Chairperson.
- C. Fundraising Coordinator: Shall be responsible for each fundraising project and assist the Chair of each of the AHBA events outlined in the annual budget.
- D. Events Coordinator: Shall be responsible for all AHB program related events and assist the Chair but not limited to: Game Day Meals; Food for any

concert trips; Concert Refreshments; Senior Recognition and the Spring Banquet.
Appoints Mulepusher Representative for the AHB.

- E. Membership/Volunteer Coordinator: Shall coordinate all matters related the membership information and create/manage a database incorporating same. He/She shall handle any correspondence that comes to/from the AHBA to the members. He/She will coordinate all volunteer opportunities necessary for AHB and AHBA events.
- F. Communications Coordinator: Shall serve as Chair of all communications, which shall consist of the AHBA Website, the minutes of all meetings of the General Membership, the Board of Directors and any meetings of the Officers, and maintain a file of essential records to include minutes and post them on the Association Website.

Section 4: Vacancies

- A. In case of a vacancy in the office of the President, the Operations Coordinator shall serve as President for the remainder of the year. The Operations Coordinator position would then be filled by a person nominated by the new President and elected by a majority vote of the Board of Directors.
- B. A vacancy occurring in any other elected office shall be filled for the remainder of the year by a person nominated by the new President and elected by a majority vote of the Board of Directors.

Section 5: Reason to Remove

- A. By a two-thirds vote of the Board of Directors, and Officer or Event Chair may be removed from office for failure to perform duties or for conduct (either word or deed) which is damaging to the stated purposes of the AHBA or the AAHB Programs.

ARTICLE VII – Governance Process

Board of Directors

- A. Composition: The voting members of the Board of Directors shall consist of the paid membership officers. The Director of Bands shall serve as Ex-Officio member.
- B. Job Description:
 - 1. The Board shall explore and provide vision for the AHBA
 - 2. Write, recommend and approve policies for the AHBA
 - 3. Be stewards of the AHBA
- C. The Board of Directors shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. However, information regarding issues that may affect the AHBA or the band program may be reviewed and/or discussed at meetings.

ARTICLE VII – Meeting

Section 1: General Membership Meetings

General Membership Meetings shall be held at least twice per semester, set and defined by the AHBA Board of Directors and communicated to the AHBA Membership with sufficient notice. Sufficient notice shall be a minimum of ten (10) business days. Ideally, the AHBA will set and communicate all General Membership Meetings prior to the beginning of each semester.

Section 2: Special Membership Meetings

Special Membership Meetings shall be called by the President or the Board of Directors (which shall include the Director of Bands) upon written request to all paid members of the association

with a minimum of three (3) business days' notice. The purpose of the meeting shall be stated in the notice. A quorum of four (4) Officers and ten (10) paid Members is required.

Section 3: Board of Directors and Committee Meetings

Regular meetings of the Board of Directors and Committees shall be held from August to April and shall be open to the General Membership. Special Board of Directors and Committee meetings shall be called at the discretion of the President or upon request of three (3) members of the Board of Directors. The Officers of the AHBA will meet as deemed necessary by the President.

Section 4: Quorum

A Quorum of the General Membership shall be fifteen (15) members and four (4) Officers. A majority of the voting members of the Board of Directors, or Committees shall constitute a quorum.

ARTICLE IX – Voting

Section 1: General Meetings

Each active member may cast one vote per issue brought before the General Membership. Decisions shall be made by majority vote. If there is a tie, the Membership Coordinator shall cast paper ballots to all active members present. Ballots will be tallied and recorded.

Section 2: Board and Committee Meetings

Each individual board position is a voting member and may cast one vote per issue brought before a Board of Directors. Decisions shall be made by majority vote. A committee member in attendance at a Board of Directors Meeting representing an absent Officer can vote on behalf of that Officer.

ARTICLE X – Finance

Section 1: Fiscal Year

The fiscal year shall be from July 1 through June 30

Section 2: Accounts and Audit

The books and accounts of the AHBA shall be kept in accordance with generally accepted accounting principles and shall be audited annually for IRS purposes. A copy of the IRS Tax Return shall be maintained in the AHBA Closet of the Alamo Heights Band Hall and will be made available to members upon request.

Section 3: Signatures

The Treasurer and President are authorized to sign the AHBA band account.

Section 4: Reconciliation

The Treasurer shall receive the monthly statements from the AHBA Post Office Box, reconcile each statement, and present a reconciled report at each Board of Directors and/or General Membership Meeting.

Section 5: Budget

The Board of Directors and Director of Bands shall prepare a budget for the AHBA no later than June 30th of each year. Actual results from the prior year, as well as anticipated plans and expenses for the upcoming year, shall be used as inputs for the annual budget. The prior year

Officers and Chairs are required to transfer all documentation (paper and electronic) upon the election of the new Board each spring in order to facilitate the preparation of the budget and an orderly AHBA Board of Directors transition. The treasurer shall then disburse the funds of the AHBA beginning July 1st in accordance with the approved budget.

Section 6: Board of Directors

All Board of Directors are vested with the authority to review and approve all expenditures of the AHBA.

Section 7: Limited Non-Budgeted Expenses

Up to \$500 must be reviewed and approved by the President. Non-budgeted expenses in excess of \$500 must be reviewed and approved by the Board of Directors.

Section 8: Committees

Individual Board of Directors, Chairs of Events and members shall be responsible for ensuring their income and expenses are correctly reflected on the monthly financial reports. For the purposes of proper checks and balances, the Treasurer will maintain dual financial control at all events with the Officer and/or Chair of said event.

Section 9: President's Authority

Periodically, the President may authorize and direct the Treasurer to issue a check to fund activities of the AHB Program as requested by the Director of Bands, provided that the said funds are available and the said funds are reimbursed to the AHBA in a timely manner (i.e.: 14 days).

Section 10: No member of this organization may divert any part of its income or assets to any member, donor, officer, employee, individual, corporation, or organization, except in accordance with the approved annual budget.

ARTICLE XI – Parliamentary Order

Robert's Rules of Order (latest edition) shall be the Parliamentary Authority for all matters of procedures not specifically covered by the Bylaws or by specific rules of procedure adopted by the AHBA. The Operations Coordinator shall serve as Parliamentarian at all AHBA General Membership, Special Membership and Board of Director Meetings.

ARTICLE XII – Amendments

General Procedures – These Bylaws may be amended by a two-thirds vote of the active members present and voting at any regular or properly called general meeting of the AHBA at which a quorum is present, provided that the proposed amendment has been presented to each voting member at least ten (10) business days prior to the meeting. Amendments become effective immediately unless specifically stated otherwise. As a need for Bylaw amendments become apparent, the Board of Directors shall meet to discuss and prepare the amendment for recommendation to the General Membership.

ARTICLE XIII – Adoption

These Bylaws shall become effective on _____ upon adoption by an affirmative majority vote of all regular paid members present and voting at the time of adoption.

Date adopted: _____ President's Signature: _____