

FRISCO BAND

End-of-Band-Camp Schedule 2019

Friday, August 9th – Tuesday, August 13th

Friday, August 9th

2:30 – 5:00 pm – BAND PICTURES! (ALL MEMBERS)

- Arrive at band hall by 2:30 pm, dress into full uniform (minus shako hat)
 - Returning members- Wear black summer uniform shorts, blue band shirt, and socks and tennis shoes are fine
 - New members- Wear light, not-bulky athletic shorts, light T-shirt shirt, and socks and tennis shoes.
 - Enter through IN door of uniform room, grab uniform bag, exit through OUT door
 - LADIES- hair will need to be back behind shoulders, but no required do. *No makeup beyond neutral foundation, Neutral nail polish only, No jewelry beyond small single-stud earrings.*
 - GENTLEMEN- Clean shaven
 - Section and Squad leaders- assist new members in proper wear of uniform (new member shoes will need to be re-laced)
 - Verify correct attachment of side-sashes and gold inserts on jacket
- **3:00 pm-** all members in gym for full-band picture (no instruments)
- **3:30 – 5:00 pm-** BLT, section, and senior pictures on AUDITORIUM STAGE, with instruments.
 - Wait in the hallway with your section until your group is called to auditorium.
 - Drum Majors will line members up in height order, check for uniform protocol
 - 3:30 Band Leadership Team (WITHOUT instruments; line them up on edges of stage)
 - 3:35 Flutes
 - 3:40 Clarinets
 - 3:45 Saxophones/ Low Reeds
 - 3:50 Trumpets
 - 3:55 Horns
 - 4:00 Trombones
 - 4:05 Euphoniums
 - 4:10 Tubas
 - 4:15 Battery Percussion
 - 4:20 Front Ensemble
 - 4:25 Color Guard
 - 4:28 Drum Majors
 - 4:30 Begin Senior Individual shots; *other students out of uniform, hang carefully in uni room; dinner!*
- All students must hang uniforms neatly in uniform room- uniform team is in charge of monitoring. Change into rehearsal clothes, eat dinner, back at 6:00 pm!

6:00 – 9:00 pm – Outdoor rehearsal

Monday, August 12th

ALL-REGION MUSIC MASTERCALSESSES for most (See specific time for your section below)

***Required for All Brass and Woodwind students**

- An introduction to the all-region music, with practice techniques and tips for all 3 etudes!
- This is our ONE opportunity this year to learn about the music in a class setting; very important!
- Make sure to have your binder with sheet protectors for the all-region packet (will be handed out Monday), red pencil, and regular pencil, along with CONCERT INSTRUMENT (Bring from home if necessary)
 - CLARINETS: 9 am – 12 pm
 - SAXOPHONES: 9 am – 12 pm
 - TRUMPETS: 9 am – 12 pm
 - HORNS: 9 am – 12 pm
 - TROMBONES: 9 am – 12 pm
 - EUPHONIUMS: 9 am – 12 pm
 - TUBAS: 9 am – 12 pm

5:00 – 9:00 pm – Outdoor rehearsal (ALL)

Tuesday, August 13th

(All-region masterclasses for some: Flutes, 9 am – 12 pm. Double Reeds, rehearsal 2 – 3 pm)

Rehearsal, Family Cookout, Parent Meeting, Preview Performance, and End of Band Camp PARTY!

- 5:00 – 7:00 pm Students rehearse outdoors
- 7:00 – 7:45 pm Family Potluck Dinner in Cafeteria
- 7:45 – 8:15 pm Parent Meeting *and special student performance!*
 - Students are changing for performance- Black shorts, Blue Band Shirt, tennis shoes, blue ballcap (new members will receive these items!)
 - 8:15 Meet Mr. Courtney on the north end of track to begin warming up for show!
- 8:30 – 9:00 pm Family Preview Performance of 'PORTALS'
- 9:00 – 11:00 pm STUDENTS enjoy end-of-summer-band-camp party on JV Field
- **Side Items Provided by Class- BRING YOUR ITEMS STARTING FRIDAY, 8/9:**

FRESHMEN: CHIPS or other side dish

***Suggested: Packs of individually bagged servings of chips, pretzels, etc, or any homemade side dish!*



SOPHOMORES: DESSERT

***Suggested: Store-bought cookie tray, Brownies, or any homemade dessert!*



JUNIORS AND SENIORS: DRINKS

***Suggested: Packs of water bottles, packs of 12-oz soda cans, etc*



*Have a special dish that doesn't fall within your student's class category?
Bring it along anyway and we'll all be sure to enjoy it!*

Please send all dry-good items and drinks to school with students to beginning Friday, August 9th. Warm or cold dishes should be brought in to the cafeteria at 6:45 pm on Tuesday, August 13th, just before serving begins at 7:00! **Please label your dish if it contains nuts or other potential allergens.*

FRISCO HIGH SCHOOL BAND BOOSTER ASSOCIATION, INC.

BY-LAWS

Article I – DEFINITION

“Association” shall mean and refer to the Frisco High School Band Booster Association.

"Board" shall mean and refer to the Band Booster Executive Board of Officers and Committee Chairs.

“Staff” shall mean and refer to the band directors, band instructors, color guard director, and school administration.

“Band” shall mean and refer to any group assembled by the band director either as a class or as a school-sponsored activity, including, but not limited to, Band and Color Guard students.

ARTICLE II – NAME

The name of this organization shall be **FRISCO HIGH SCHOOL BAND BOOSTER ASSOCIATION, INC.**

ARTICLE III – OBJECTIVES

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

- To provide a positive environment for students’ 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 Band and its members.
- To provide resources, both human and financial, to Band activities.
- To promote and recognize the Band and its students’ accomplishments.

Activities of the Association shall not conflict with University Interscholastic League (UIL) rules. The Association is organized for charitable purposes within the meaning of Section 509 (a) (2) of the Internal Revenue Code. On October 17, 2003, the Association was recognized as exempt under section 501(c) (3) of the Internal Revenue Code and was issued Identification Number: 20-0112493.

ARTICLE IV – METHODS

Section 1 – The Association shall strive to achieve the objectives of the Association by assisting in logistics and providing support through projects and contributions.

Section 2 – The Association shall be noncommercial, nonsectarian, and nonpartisan.

Section 3 – The Association 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 4 – No part of the net earnings of the Association shall be distributed to its members, directors, officers, or other private persons.

Section 5 – The name of the Association, or the names of any members in their official capacities, shall not be used to endorse or promote a commercial concern, or in connection with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Association.

Section 6 – No substantial part of the activities of the Association shall involve the carrying on of propaganda or otherwise attempting to influence legislation. However, information regarding issues that may affect the Association or the band program may be disseminated and/or discussed at meetings.

Section 7 – Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on: (a) by an organization exempt from federal income tax under 501(c)(3) of the Internal Revenue Code, or corresponding Section of any future federal tax code; or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding Section of any future federal tax code.

ARTICLE V – MEMBERSHIP AND DUES

Section 1 – Any person who is a parent or legal guardian of a student in the Frisco High School Band and is willing to uphold its policies and subscribe to its By-Laws may become a member.

Section 2 – Membership dues (if deemed necessary) are voluntary and shall be determined by the Board.

ARTICLE VI – BOARD OF OFFICERS AND THEIR ELECTION

Section 1 – Officers:

a. The officers of the Executive Board of Directors consist of the following:

- President
- Vice President of Membership
- Secretary
- Treasurer
- Vice President of Fundraising
- Vice President of Band Services
- Volunteer Coordinator
- Historian

b. An individual, a husband and wife team, or a team of two individuals may fill these offices. For voting purposes, each office constitutes one vote.

c. The Head Band Director (or their designate) is a non-voting, ex-officio member of the Board and shall give guidance to the Association so that no school policies, or U.I.L. or T.M.E.A guidelines, are violated.

d. Each voting officer must be a parent or legal guardian of a student who is a member of the Band.

e. Each officer shall be a member of the Association.

f. No two Executive Board positions may be filled by the same family unit, e.g., the President cannot be married to the Treasurer.

g. A person shall not be eligible to serve more than two consecutive terms in the same office, pursuant to Board discretion.

Section 2 – Nomination and Election Process:

a. A Nominating Committee, consisting of at least three (3) members of the Association, shall be appointed no later than March 1st by the President, subject to the approval of the Executive Board. The Committee may have more than three members, but must consist of an odd number of members. The Committee shall consist of at least one, but not more than two members of the Executive Board.

b. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report the nominees, also known as the slate, to the General Membership two (2) weeks prior to the Election Meeting. Such notification may be at a General Membership meeting or by written communication. Additional nominations of eligible candidates may be made from the floor at the Election Meeting.

c. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.

d. Officers shall be elected by plurality for a term of one school year by ballot at the General Membership Election Meeting. However, if there is but one nominee for an office, election for that office may be by voice vote.

e. Officers shall assume their official duties following the close of the school year and shall serve a term of one year.

Section 3 - Vacancies:

a. In case of a vacancy in the office of the President, the Vice-President of Membership shall ascend to the Presidency for the remaining term.

b. A vacancy occurring in any other elected office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board, due notice of such election having been given.

c. Should a multiple vacancy (e.g., both the President and Vice President of Membership) occur, the succession of offices will be determined by the Board.

d. Any officer whose child ceases to be a member of the Band program shall resign and a new officer shall be elected in accordance with Article VI, Section 3.

ARTICLE VII – RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

Section 1 – The President shall have signature authority for all contracts executed on behalf of the Association.

Section 2 – 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. If the Board position includes two people, as long as one person is present at the Board meeting, that position will be considered represented.

Section 3 – Board members shall conduct themselves morally and ethically at all times.

Section 4 – If a Board member consistently fails to comply with these By-Laws and 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 5 – Outgoing Board members should serve as mentors to the incoming Board members. This period will begin after the elections and may last until the beginning term as outlined in Article VI, Section 2e.

ARTICLE VIII – MEETINGS AND VOTING

Section 1 – General meetings of the Association shall be held at least three times a year, called by the President. The first meeting shall be held close to the beginning of the school year. Members present shall constitute a quorum for the transaction of business at any general meeting of the Association, provided three (3) days due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via e-mail, website, letter, or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Association.

Section 2 – The Board shall meet at least three times a year prior to General Meetings during the school year and at other times as necessary. For purposes of Board voting, each position shall have one vote even if that position is shared by a team. A quorum constitutes 2/3 of the Executive Board. If a member cannot attend a meeting, they have the authority to delegate their vote to any member of their reporting committee. All Board voting shall be documented and published in the Board minutes. This will include individual votes cast, 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, as necessary, provided all Board members are properly notified. Notification may include e-mail or phone calls.

ARTICLE IX – BUDGETING AND EXPENDITURE AUTHORITY

Section 1 – The Board shall have authority to allocate assets of the Association in support of the stated objectives.

Section 2 – A budget committee of no less than three (3) people shall be formed no later than May 15th to create a budget for the following school year. The current President and Treasurer shall be part of that committee and shall obtain input from the Head Band Director. The committee shall present a budget to the Board at the first board meeting of the new school year. The budget must be approved by the Board prior to the first general meeting of the following school year.

Section 3 – The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year.

Section 4 – No un-budgeted expenditures shall be made without approval of two-thirds of the Board.

Section 5 – The Treasurer shall have custody of all funds of the Association.

Section 6 – Two authorized signatures shall be required on all checks over the amount of \$500. 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. Authorized signatures for checks should include the Treasurer, President and one other Executive Board member.

Section 7 – The fiscal year of this organization shall begin July 1 and end June 30.

Section 8 – A Financial Reconciliation Committee consisting of not less than three (3) members, who are not authorized to make withdrawals from the Association's bank account(s), shall be appointed by the Executive Board no later than June 15th. After the close of the fiscal year, the Committee shall examine the financial records of the association, ensuring that all procedures have been followed, and prepare a report for the Board. The Committee's report shall be presented at the first Board Meeting following the close of the fiscal year where the report shall be adopted by a majority vote of the Board.

Section 9 – The Association shall designate two (2) tax free days per calendar year, in accordance with the regulations set forth by the state of Texas.

Section 10 – The Association shall purchase organizational insurance annually as set forth in district guidelines.

Section 11 – The Association is not responsible for personally-owned and school-owned instruments

ARTICLE X – STANDING AND SPECIAL COMMITTEES

Section 1 – Such standing and special committees shall be created by the Board as may be deemed necessary to promote the objectives and carry on the work of the Association. All committee work shall be

undertaken with the consent of the Board. 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 and the Financial Reconciliation Committee.

Section 3 – Only members of the Association shall be eligible to serve on committees.

Section 4 – The quorum of any committee shall be a majority of its members.

ARTICLE XI – PARLIAMENTARY AUTHORITY

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

Section 2 – The President may appoint a Parliamentarian from the membership to rule on procedure.

ARTICLE XII – AMENDMENTS OF BYLAWS

Section 1 – These Bylaws may be amended by first presenting the proposed amendment(s) to the Executive Board. The proposed amendment(s) must be approved by a two-thirds majority of the Executive Board before it can be forwarded to the General Membership. Having received the approval of the Executive Board, the proposed amendment(s) may then be approved by two-thirds vote of the members present and voting at a General Membership meeting provided due notice of the proposed amendment(s) has been given. For purposes of this section, due notice shall be defined as notification via e-mail, website, phone call, or written letter at least ten (10) days prior to the meeting at which the proposed amendment(s) is to be voted upon.

Section 2 – A committee may be appointed by a 2/3 vote of the Executive Board to submit a revised set of bylaws as a substitute for the existing bylaws. The process for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIII – DISSOLUTION

Section 1 – Upon dissolution, all the assets of the Association shall be liquidated and funds held and expended by the Frisco Independent School District in accordance with the purpose of the organization until all such funds shall be entirely expended.

Section 2 – If the Frisco Independent School District is not in existence or is unwilling to accept the assets of the organization, upon dissolution of the organization, 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, or 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 so disposed of shall be disposed of by the State District Court of the County in which the Principal office of the Association 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.

ANNEX I

FHS Band Booster By-Laws reviewed, amended, and approved on May 12, 2016.

FHS Band Booster By-Laws reviewed and affirmed on August 8, 2017.

FHS Band Booster By-Laws reviewed and affirmed on July 24, 2018.

DRAFT

FRISCO HIGH SCHOOL BAND BOOSTER ASSOCIATION, INC.

STANDING RULES

The objective of this document is to govern the day-to-day workings of the Frisco High School Band Booster Association ("the Association"). Standing rules should contain only such rules that have been adopted by the Board and do not require previous notice by a majority vote of the parent association. Our purpose, as boosters, is to support every student in the organization as a whole.

ARTICLE I – ADOPTION OF DOCUMENT

Section 1 – The Standing Rules will be reviewed annually by a committee led by the Vice President of Membership prior to the beginning of the school year. The new incoming Board will adopt or amend the Standing Rules during their first meeting.

ARTICLE II – MEMBERSHIP AND DUES

Section 1 – Membership in the Association is limited to the parents and/or the guardians of students who participate in the Band or Color Guard Program.

Section 2 – Voluntary donations are accepted at any time.

Section 3 – Any member whose child ceases to be a member of the Band or Color Guard Program will resign from the Association immediately. Any dues or fees will not be refundable or prorated.

ARTICLE III – OFFICES AND DUTIES

Section 1 – Executive Board and Committee members shall work in conjunction with all other FHS Band Booster Association members, regardless of job title or function, in a manner that builds unity and teamwork through positive communications and actions in order to accomplish the goals of the Association.

Section 2 – The Executive Board of Officers shall consist of the following positions and shall have voting privileges:

- President
- Vice President of Membership
- Secretary
- Treasurer
- Vice President of Fundraising
- Volunteer Coordinator
- Vice President of Band Services
- Historian

President shall:

- Preside at all meetings of the Board and Association.
- Confirm that a quorum is present before conducting any business at any meeting of the Association.
- Perform such other duties as may be assigned to him/her by the Board and/or Association.

- Be the direct liaison between band staff, band board and other FHS organizations.
- Preside over the work of the other Board members and Committees in order that the objectives of the Association may be followed through.
- Have signing authority for all contracts and checks executed on behalf of the Association.
- Be responsible for obtaining director approval for all band functions.
- Have previous band board experience to serve as president. This requirement may be waived if there is not an eligible candidate.

Vice President of Membership shall:

- Act as an aide to the president.
- Preside over any Band Booster function in the absence of the president.
- Ensure that all volunteers have passed the Fisd background check.
- Be responsible as the designated non-check signer to review banking and credit card statements on a regular basis throughout the fiscal year.
- Lead Senior Night Committee (consisting of parents of seniors.)
- Annually review the By-laws and Standing Rules and propose amendments as needed.
- Provide pink ribbons to students, band staff, and chaperones for Pink Out the Park event
- Perform other duties as requested by the Board.

Secretary shall:

- Record and maintain the minutes and attendance records for all meetings of the Board and Association.
- Keep all minutes on file according to the Record Retention policy as adopted by the Association.
- Ensure minutes are distributed to the Executive Board in a timely manner.
- Have a current copy of the Bylaws and Standing Rules at all meetings.

Treasurer(s) shall:

- Be responsible for all financial matters of the Association including budget, deposits, tax preparation, and paying band booster invoices.
- Have check signing authority.
- File sales tax reports, prepare and file all tax forms, secure form W-9 from providers at the time of services as well as issue form 990 to qualifying vendors and file appropriate information return with IRS.
- Check black box and/or PO Box at a minimum of twice a month or as required by the Association.
- Retain possession of all books for five years and prepare financial reports for each meeting.
- Collect, count and deposit any monies at fundraising events.
- Be responsible for other duties, such as issuing receipts for donations, management of student accounts, maintaining records of trip payments, recording registration payments, issuing invoices, and following up on outstanding accounts.
- Ensure that two signatures are on all checks over \$500.00, with the signatures being from different households, e.g., co-treasurers that live in the same house may not both be check signers.
- Submit books to the Financial Reconciliation Committee as requested.
- Assume duties of office upon start of the fiscal year.
- Transfer all records to incoming Treasurer within 15 days of end of fiscal year.
- Have only one vote even if position is shared by two people.

Vice President of Fundraising shall:

- Preside over all Committees or Activity Chairpersons involved in fundraising to include (but not limited to):

- Fundraising, Marketing, Advertising and Promotion
- Events Fundraising
- Concession Stand Managers
- Fund Raising Volunteers
- Other committee chairs as needed.
- Have only one vote even if position is shared by two people.

Volunteer Coordinator(s) shall:

- Be responsible for recruiting volunteers as needed to serve at band functions such as game/competition chaperones, concession staff, hosting UIL events, and various other activities.
- Assist other band officers in recruiting Committee Chairpersons, Coordinators, and any other volunteer needs.
- Have only one vote even if position is shared by two people.

Vice President of Band Services shall:

- Coordinate meals and snacks as agreed upon by band staff and the Association's board including, but not limited to, pre-game/competition meals, game/competition snacks, and meals/snacks for other events.
- Be responsible for special events hosted by FHS such as All-Region competition, Solo/Ensemble competition and UIL competitions, volunteers and hospitality rooms as needed.
- Plan and coordinate band team events such as band banquet, end of band camp party, etc.
- Have check signing authority for procuring band service necessities.
- Have additional appointed non-voting assistants.

Historian shall:

- Maintain Band Website photo galleries capturing memories from all Marching and Concert Band activities. These include but are not limited to summer band camp, football games, competitions, parties, march-a-thon, service projects, senior night, spring band trip and band banquet.
- Coordinate production of the annual marching band poster (pictures, design, printing and framing).
- Create a slideshow for Band Banquet capturing memories from throughout the year.
- Coordinate and create a Senior tribute slideshow for band banquet.
- Coordinate Band Banquet photos at venue and post to a Website gallery for access by students.

Past President shall:

- Serve as a non-voting member of the band booster board to assist the president as needed.

Committee Chair Positions

The board will also fill the following volunteer positions. These positions do not sit on the Association's Executive Board but are part of the Booster Board, executing various duties. Committees must be approved by the Executive Board. All committee chair positions can be shared. Committee Chairs shall not have voting privileges and their attendance at board meetings are not required, but are encouraged.

- **Fundraising Marketing, Advertising and Promotion:** This volunteer is passionate about marketing and has the background and experience to drive the Association's marketing campaigns for all fundraising events. Online marketing, social media, print media, mobile marketing, email campaigns, and traditional banners, signs and flyers are second nature to this highly creative person.
- **Events Fundraising:** This volunteer is a great organizer of community events. This person owns responsibility for all of the Association's event fundraising. Restaurant Spirit nights, cake auction, Sweet Shoppe, and other gatherings where funds can be raised for the band while also encouraging

interaction between band staff, parents and students are the mainstay of this volunteer. Other fundraising support needed as opportunities become available.

- **Concession Stand Manager:** This volunteer steps up to manage the concession stands at home football games located at stadiums designated by Frisco ISD. Working with the concession stand host school, Frisco ISD and the Association's Board, this person helps ensure that the Association maximizes profit from concession stand sales, while providing a level of organization and coordination of stand volunteers to allow a smooth concession operation that meets any Frisco Health requirements and serves guests to the stand in an efficient and courteous manner. We also do concessions at other stadiums.
- **Fundraising Volunteers:** These volunteers are the core of the fundraising program's success. Volunteers choose what they would like to help out with based on their time and schedule. Fundraising volunteer opportunities include concession stands, car raffle ticket selling, sweets and cake making, marketing, advertising, and promotion creation, event logistics and support, and other fundraising assistance as new opportunities to raise funds arise. These volunteers make it happen and ensure that the Association meets or exceeds fundraising objectives.
- **Band Banquet Chair:** Oversees all activities associated with the Annual Band and Color Guard Banquet to include coordinating details with venue representatives with respect to contract negotiation, installment payments and final bill, room setup, AV equipment needed, times, menu, and head count. Also responsible for coordinating centerpieces, videos, senior gifts and tributes, DJ, pictures, invitations, senior invitations and RSVPs. Direct Banquet volunteers regarding student and guest sign-in and chaperoning of dance.
- **Band Spirit Chair:** Coordinate treats for the students and directors which may include, but not limited to, creating band hall decorations and locker signs in celebration of Homecoming week, creating banners and signs for any special contests or competitions. Work with Historian to ensure that an up-to-date photograph bulletin board in the band hall is maintained.
- **Band Uniform Chair:** Assist Band Directors with any activities associated with Marching Band and Concert Uniforms. This position will oversee a committee of parents who volunteer to assist with Uniforms. This committee's responsibilities may include, but not be limited to: sizing students for all uniform pieces, hemming or repairing any pieces as necessary, assigning uniform pieces to students utilizing bar codes to be scanned into the database, providing any painting and/or touch up needed for marching shoes, preparing uniforms for dry cleaning and returning uniforms to proper student uniform bags upon return, machine washing uniform parts as needed. There will be special instructions for machine washing.
- **Color Guard Liaison:** This volunteer will work to improve coordination of all Color Guard activities. This can include but not be limited to communicating events, planning/serving meals and travel needs for Color Guard.
- **Percussion Liaison:** This volunteer will work to improve coordination of all Percussion activities. This can include but not be limited to communicating events, planning/serving meals and travel needs for Percussion students.
- **Jazz Liaison:** This volunteer will work to improve coordination of all Jazz Band activities. This can include but not be limited to communicating events, planning/serving meals and travel needs for Jazz Band.
- **Pit Crew Liaison:** This volunteer will work with the band director to build props needed for the show. They will also oversee the loading and unloading of instruments and equipment from the truck for

rehearsals, football games, and marching competitions. They may also need to repair props or equipment when possible.

- **Webmaster:** Assist Band Directors in managing and updating the band website regularly. Maintain Band Booster's organizational domain. Have primary authority to manage and post to the Band Booster Social Media accounts; currently Band Booster Facebook page and Band Booster Twitter account. Have authority to add additional administrators to assist with social media posts as needed.

ARTICLE IV – BOARD OF DIRECTORS AND THEIR ELECTION

Section 1 – Nominating Committee: The Nominating Committee will consult the Band Staff in an advisory capacity. 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 must be in place by March 1st and submit a slate of officers to the general membership at least two (2) weeks prior to the General Election Meeting which will be an all parent activity in April or May. Following the report of the nominating committee at the General Meeting, an opportunity shall be given for nominations from the floor.

Current board members will express their interest of position for the next year to the nominating committee.

Board Interest form will be sent to all parents.

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 resources. All materials shall be delivered to their successor within fifteen (15) days following the date at which their successor assumes their duties.

ARTICLE V – MEETINGS AND VOTING

Section 1 – The Board agrees to meet at least three times a year. Board meetings will be scheduled with at least one week's advance notice to Board officers and Band Staff. Working meetings may take place without the above requirements; however, no voting shall take place.

Section 2 – Voting at regular business meetings is the preferred method for making Board decisions. Two-thirds ($\frac{2}{3}$) of the Executive Board of Officers shall constitute a quorum for transaction of Board business. Other voting methods, such as email 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:

- 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.
- Failure to respond to a vote request made outside of a regular Board meeting (e.g., an e-mail or phone call) shall not constitute a vote.
- A vote cannot be considered closed until the resolution has either been passed or rejected by a simple majority of votes of all officer positions (a quorum cannot be determined in a non-face-to-face situation).
- When more than one person holds a Board position, that position will only be allowed one vote.
- Voting results shall be published when the resolution is declared as passed or rejected.

ARTICLE VI – BUDGETING, EXPENDITURE AUTHORITY, AND E-COMMERCE POLICY

Section 1 – The Board shall approve the budget prior to the first Parent Meeting of the current budget year and at such times as changes are necessary.

Section 2 – The Board 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, in association with the Band Staff, shall forecast major expenditures 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 to be responsible for and champion individual line items of the budget to carry out their assigned areas of responsibility.

Section 5 – This Association shall not reimburse sales tax unless the Board gives prior approval for the exception. Any member making purchases on behalf of or for this Association shall use the tax-exempt form.

Section 6 – This Association shall obtain at least three (3) bids when making any purchase valued over \$2,500 unless the item is a specialty item and there is but one vendor for the item.

Section 7 – Use of Credit/Debit Cards shall follow guidelines noted below:

- a. Card is issued to authorized signers, including the name of the Association and shall be the same signers as on the bank account.
- b. The credit limit shall not exceed half of the income on the annual budget approved by the board and general membership.
- c. Prior to use of the credit or debit card, a funds request shall be completed and submitted. Two-signature approval rule for funds exceeding \$500 shall be followed and documented accordingly. Following the purchase, the receipt shall be attached to the funds request.
- d. Card numbers must not be written down for any reason. Transactions shall be swiped (via internet or phone access) for immediate authorization only.
- e. No cash transactions shall be allowed (ATM, cash back option, etc.)
- f. A change in signer on the checking account shall require a change in signer on the credit card, and a financial reconciliation shall be performed. This also applies when a credit card is lost, stolen, or compromised.

Section 8 – Electronic Banking shall follow guidelines noted below:

- a. Password for online accounts shall be changed at least once a year, and/or when there is a change in signer, and/or when there is a financial reconciliation.
- b. Recurring payments for Association expenses shall be set up to be deducted directly from the bank account. At the first board meeting of the year, a motion shall be made to approve the recurring payment.
- c. Associated fees with any online payment collection system shall be budgeted as an expensed line item and must be accounted for and reported on the financial statement. Any revenue collected shall be accounted for and reported in the financial report in the budgeted income category.
- d. Any transfer of funds from the third-party processing company shall be documented and be filed with the bank reconciliation.
- e. Third-party processing company (PayPal, ProPay, etc.) statements must be clear, detailed, and accessible on a real-time basis. Third-party deposits are processed in the same manner as a traditional bank deposit.
- f. The Treasurer shall promptly and accurately respond to any challenge of a disputed payment.
- g. The Treasurer shall review and confirm with the third-party processor if a refund is to be processed. A refund check shall require approvals and documentation prior to issuing the disbursement. The authorized refund must be recorded in the check registry accordingly.

Section 9 – All deposits from any fundraising events must include signatures from two Association members. One from a Board or Committee member and the other can be from a general Association member if a second Board or Committee member is not available.

ARTICLE VII – AMENDMENTS

Section 1 – This document may be amended by a majority vote at any General business meeting.

ARTICLE VIII – RECORD RETENTION

Section 1 – Records shall be stored in a safe, secure, and accessible manner.

Section 2 – Secretary shall be responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.

Section 3 – Records shall not be kept if they are no longer needed for the operation of the Association or required by law.

Section 4 – Unnecessary records shall be eliminated from the files on a regular basis following the guidelines noted below:

Accounting and Finance:

- Annual Financial Statement and Audit Reports - **7 years**
- Bank Statements, Reconciliation and Deposit Slips - **3 years**
- Business Expense Reports - **3 years**
- Cancelled Checks - **3 years**
- Contracts - **7 years**
- Invoices - **7 years**
- General Ledger - **Permanent**

Corporate and Exemptions:

- Articles of Incorporation - **Permanent**
- Bylaws, Standing Rules, including all Amendments - **Permanent**
- Insurance Records, Policies, Claims and Certificates - **Permanent**
- Meeting Minutes, Association, Board, and Committees - **Permanent**
- Correspondence - General - **3 years**
- Correspondence - Legal - **Permanent**
- EIN Notification, Form 990, Sales Tax Returns, and IRS Correspondence - **Permanent**

Electronically Stored Documents or Hard Copy:

- Any electronically stored documents comprising or relating to a particular document otherwise addressed in the above guidelines shall be retained for the same period as the document that they comprise or to which they relate.
- Emails considered important to the Association or of lasting significance shall be printed and stored in a central repository - **Permanent**

ARTICLE IX – ETHICS AND CONFLICT OF INTEREST POLICY

Section 1 – Executive Board and Committee members of the Association serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this Association.

Section 2 – Executive Board and Committee members shall abide by and represent the Association Bylaws, Standing Rules, procedures, purposes, and mission statement.

Section 3 – Executive Board and Committee members shall conduct themselves with integrity and honesty and act in the best interests of this Association.

Section 4 – Executive Board and Committee members shall respect all members and not allow any kind of discriminatory behavior, harassment, or victimization.

Section 5 – Executive Board and Committee members shall provide disclosure of any potential or actual conflict of interest that is required by the standard of good faith and for the benefit of the Association and protection of each individual.

Section 6 – The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting.

Section 7– Disciplinary actions will be taken against an individual who repeatedly or intentionally fail to follow the Ethics and/or Conflict of Interest Policy.

Section 8 – Disciplinary actions will vary depending on the violation and may result in termination of the position on the board or the committee.

Section 9 – Legal actions may be necessary in cases of corruption, theft, embezzlement, and/or other unlawful behavior.

ARTICLE X – WHISTLE BLOWER POLICY

Section 1 – Frisco High School Band Booster Association will investigate any suspected fraudulent or dishonest use of the Association's resources or misconduct by the Board members.

Section 2 – Executive Board and Committee members are encouraged to report any suspected violations of law or regulations that govern the Association's operations.

Section 3 – Reports shall be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law.

Section 4 – Appropriate corrective action shall be taken, if warranted by the investigation, and findings shall be communicated to the persons involved, Executive Board of Officers, and law enforcement personnel if necessary.

ANNEX I

FHS Band Booster Standing Rules were reviewed, amended, and approved on May 12, 2016.

FHS Band Booster Standing Rules were reviewed, amended, and approved on August 8, 2017.

FHS Band Booster Standing Rules were reviewed, amended, and approved on July 24, 2018.

DRAFT