

Haltom Area Band Friends

Constitution

ARTICLE I – NAME

The name of the association shall be called HALTOM AREA BAND FRIENDS, and shall be known herein and elsewhere as HABF.

ARTICLE II – PURPOSE

As the friends of the band programs of the Haltom Area believe in the benefits of organization and unified action, they have formed the HALTOM AREA BAND FRIENDS. This association is organized exclusively for charitable and educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. The purposes of this association are outlined as follows:

- To promote parental understanding of the students activities, opportunity, and objectives in the band program (The program shall refer to and encompass marching band, concert bands, jazz band, percussion and color guard).
- To secure closer contact between parents, students, and band directors.
- To foster closer ties between parents of younger students and parents of high school students.
- To promote music culture in the community by fostering concert attendance and public support of band activities, thereby rendering moral support to the students.
- To render financial aid in areas necessary for realizing the objectives of the Haltom Area Bands.

ARTICLE III – MEMBERSHIP

SECTION 1. Any person with special interest in the Haltom Area Bands, either past, present or future, as herein provided, may become members of HABF.

SECTION 2. Voting members shall be the legal guardians of all active HHS and feeder school band students. All other members shall be non-voting members.

ARTICLE IV – OFFICERS

- SECTION 1. The following elected officers of the HABF shall constitute the voting members of the Executive Board: president, first vice-president (Aide to president), second vice president (Fundraising), third vice-president (Hospitality/Special projects), fourth vice-president (Volunteer), fifth vice-president (Hauler/Equipment), secretary, treasurer, parliamentarian, and co-officers.
- SECTION 2. Each officer shall have a student actively participating in the band and be an approved volunteer of BISD.
- SECTION 3. The Officers and the Haltom Area band directors shall constitute the executive board.
- SECTION 4. The fine arts director for Birdville Independent School District shall serve on the executive board as an ex-officio member.

ARTICLE V – AFFILIATION

- SECTION 1. The association, although not officially affiliated with any other associations of adults in the Haltom Area, shall recognize the need for unity in the schools and through its aid to the band, support the other activities in the schools.
- SECTION 2. The association may not supersede nor be subordinate to any other adult booster association in the Haltom Area.

ARTICLE VI – ADVISORY COUNCIL

The fine arts director, middle school principals, high school principals, and associate superintendent for instruction of schools for the Birdville Independent School District shall serve as an advisory council. Each will have all privileges of membership except the right to hold office.

ARTICLE VII – LINE OF AUTHORITY

The final authority in controversial policy or decision-making must rest with the head band director, fine arts director and the administration of the Birdville Independent School District.

ARTICLE VIII – RESTRICTIONS

No part of the net earnings of HABF shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except, that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in the furtherance of the purposes set forth in Article II.

No substantial part of the activities of the association shall be the carrying on the propaganda, or otherwise attempting to influence legislation and the association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the association shall not carry on any activities not permitted to be carried on (a) by an association exempt from federal income taxes under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an association's contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE IX – DISSOLUTION

Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of 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 of 1954, or corresponding section of any future United States Internal Revenue law, or shall be distributed to the United States Government, or to a state or local government, for a public purpose. Any such assets not to disposed of shall be disposed of by the Court of Common Pleas of the county in which the Principal Office of the association is then located, exclusively for such purposes or to such associations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

BYLAWS

ARTICLE I – RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in the bylaws.

ARTICLE II – DUTIES AND TERMS OF OFFICERS

SECTION 1. A term herein is defined as that period of June 1 – May 31 of a school year.

SECTION 2. Newly elected officers shall begin serving their term on the first (1st) day of June. All officers must attend a majority of the meetings during their term in office. If a vacancy occurs in any office, with the exception of that of president, the executive board has the authority, by majority vote, to replace the open office with a new officer. If a vacancy occurs in the office of the president, the office shall be filled by the first vice-president

SECTION 3. No Executive Officer shall hold more than one Executive office at one time.

No Executive Officer shall be eligible to serve more than two consecutive terms in the same office without the approval of the Executive board.

Whenever practical, it is recommended that the office of the President be filled by a member who has previously served on the Executive board and 1st Vice-President must be member of HABF for at least one year.

All elected officers must be HABF members in good standing.

SECTION 4. It shall be the duty of the president to preside at all meetings, to appoint all committees not otherwise provided for, and to be an ex-officio member of all committees.

SECTION 5. The first vice-president shall, in the absence of the president, preside at all meetings of the executive board and the general body. He/she shall act as the president's aide in all activities.

SECTION 6. The second vice-president (fundraising) shall serve as the fundraising chairperson. He/she shall suggest and supervise all fundraising projects with the approval and assistance of the executive board to their completion.

- SECTION 7. The third vice-president (hospitality/special projects) shall serve as the hospitality/special projects chairperson. He/she shall organize any meals provided by HABF as a service for the students or as a fund-raiser for the organization, and shall be in charge of refreshments when needed.
- SECTION 8. The fourth vice-president (Volunteer) shall recruit membership participation, keep records of BISSD volunteer forms and volunteer hours, send volunteers communication through Remind101, maintain Haltomband.org, distribute and collect parent volunteer information sheets and oversee the communication committee.
- SECTION 9. The fifth vice-president (Hauler/Equipment) shall serve as the Hauler/Equipment chairperson. He/she will supervise the movement of specified band equipment and props, color guard equipment and water to selected band functions or other band related trips, and will be responsible for ensuring the proper maintenance and storage of all physical property owned by HABF.
- SECTION 10. The secretary shall keep records of all meetings of the general membership and of the executive board, notify the executive board members of executive meetings.
- SECTION 11. The treasurer shall receive all monies of the association, shall keep accurate records of receipts and expenditures, and shall pay out funds only as authorized by the association. The treasurer shall present a statement of accounts at every meeting of HABF and at other times requested by the association. The treasurer shall be responsible for filing all necessary annual reports as required by the IRS, Texas State Comptroller, etc. and work closely with the fundraiser committee.
- SECTION 12. The parliamentarian shall interpret to the membership the question of procedure not specifically stated in the constitution, using as he/her authority the most current issue of ROBERTS' RULE OF ORDER and will serve as chairperson of the communications committee.
- SECTION 13. Any of the above officers shall have the authority to conduct a meeting with the seniority in the order named in the sections above.

ARTICLE III – FUNCTIONS OF THE EXECUTIVE BOARD

- SECTION 1. The executive board shall have the power to transact in the interim of the regular meetings all business not otherwise provided for in the constitution or bylaws or delegated to special committees, except that of modifying any action by the association.

- SECTION 2. The executive board shall normally meet one week prior to the general meeting, but the president shall have the authority to cancel a meeting if none is needed, or to call special meetings if needed. A meeting of the executive board may also be called by any two other officers or by the head band director.
- SECTION 3. The executive board shall be empowered to expend funds in the interim, if deemed necessary for the furtherance of Article II of the constitution, provided that it does not negate the intentions of the general membership.
- SECTION 4. The executive board shall serve as the budget committee. A proposed budget for the upcoming year shall be presented to the general membership at the last association meeting of the current year.

ARTICLE IV – COMMITTEES & APPOINTEES

- SECTION 1. There shall be the following appointees for the following program areas: Color Guard, Section parents/liaisons, Percussion and Nurse. Other appointees may be added as needed.
- SECTION 2. The appointed positions shall be selected by the Executive board with input from the band directors as appropriate. Appointees are not part of the executive board, nor voting members, unless they are already members of the executive board.
- SECTION 3. Appointees may determine that the area of responsibility requires the addition of an assistant and/or committee members. Membership of each committee is at the discretion of the committee chairperson and does not require executive board approval.
- SECTION 4. There shall be the following standing committees: Band banquet, communications, uniform, nominating, auditing, senior, chaperone and middle school liaison.
- SECTION 5. Preference to the Committee: While it shall not be required, it is recommended, when applicable, that matters be referred to appropriate committees for consideration and recommendations prior to Board action.
- SECTION 6. The band banquet committee shall oversee preparations for the banquet. The chairperson will be appointed by the president and will work in conjunction with the band council.

- SECTION 7. The communications committee shall be responsible for notifying memberships of regular or called meetings of the association and inform parents of volunteer needs. This committee shall provide a HABF contact at each activity to answer questions, listen to concerns and give information to general memberships. This committee shall notify the public of HABF activities through authorized social media.
- SECTION 8. The uniform committee shall manage distribution and maintenance of band marching uniforms, color guard costumes, and related accessories. This committee will conduct fittings and assign uniforms to all participating students. Ensures all necessary performance and uniform accessories (plumes, rain ponchos, etc.) are loaded onto trailer before traveling. Create schedule and coordinate volunteers for all Uniform/Costume Cleanings. Ensure all uniforms/costumes are returned after cleaning. Coordinate & schedule volunteers for each football game and band contest to hand out rain coats for inclement weather and the plumes before the half-time show and contests.
- SECTION 9. The nominating committee, consisting of five (5) members shall be appointed by the Executive Board at the beginning of the calendar year. It shall consist of at least one (1), but not more than two (2), member(s) of the executive board, the remainder being chosen from the membership at large. This committee, after observing prospective candidate for the bulk of the year, shall nominate a slate as provided in Article IV of the constitution.
- SECTION 10. The auditing committee of three (3) members, appointed by the Executive Board, shall stand ready to audit the HABF books in July or when necessary.
- SECTION 11. The senior committee plans and coordinates events for the current graduating senior class. The senior committee will distribute and collect scholarship applications to be given to the scholarship sub-committee that shall consist of two (2) band directors and three (3) non-senior parents appointed by the Executive Board who shall select recipients for the HABF scholarship.
- SECTION 12. The chaperone committee shall be responsible for organizing bus sponsors for football games and travel. They will ensure chaperones are aware of their responsibilities of monitoring students on buses and during band sponsored activities.
- SECTION 13. The middle school liaison committee is appointed by the middle school band directors. The middle school liaisons shall all serve to expedite the HABF activities in and by the individual schools by contacting middle school parents as needed.

SECTION 14. Special committees may be appointed as needed by the Executive Board.

SECTION 15. The Executive Board and Band Directors shall serve as ex-officio members of all committees.

ARTICLE V – MEETINGS OF GENERAL MEMBERSHIP

SECTION 1. A minimum of three General Association meetings shall be held every school year. The dates shall be set by the executive board according to the needs of HABF in a given year.

SECTION 2. The president, with the consent of the executive board, shall have the power to cancel a meeting, change the date of a meeting, or, in an emergency situation, to call an additional meeting.

SECTION 3. Agendas of regular meetings shall be pertinent and/or entertaining to parents of band members in all the schools.

ARTICLE VI – ELECTIONS

SECTION 1. The nominating committee as described in Article IV, Section 9, shall prepare a list of nominees to be made available at the final meeting of the general body and the election of officers shall take place at this meeting.

SECTION 2. The nominating committee shall nominate one eligible person for each office to be elected at the final meeting of the general body of the fiscal year. Additional nominees may be made from the floor. If there is more than one nominee for any one office, the outcome will be determined by a simple majority vote of those in attendance. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. Each existing officer shall serve until their successor is duly elected.

ARTICLE VII – QUORUM

A quorum for all meetings of the association shall consist of the voting members in attendance, and a quorum for committee meetings shall consist of a simple majority of the members of the committee.

ARTICLE VIII – FINANCIAL STRUCTURE

- SECTION 1. All bills shall be paid by checks or debit card signed either by the treasurer, the president, or their designee.
- SECTION 2. Income may be secured from membership's fees, grants, gifts or donations, and projects.
- SECTION 3. All monies shall be placed in a unified general fund, a portion of which may be placed in a savings plan at the discretion of the executive board.
- SECTION 4. Expenditures shall be based on the budget requested by the band directors, submitted by the executive board, and approved by the general membership. If, during the year, the band directors need changes, they may recommend an amendment to the budget for approval by the general membership at a regular meeting. This flexibility clause further provides that funds designated for one purpose may, with executive board approval, be re-designated for new purpose.
- SECTION 5. All funds shall be deposited in the general fund with the expenditures going toward the fulfillment of the total HABF budget.
- SECTION 6. If there is a surplus at year's end, the executive board may recommend an endowment towards a travel fund or special need determined by the band directors. However, a carry-over determined by the budget shall remain in the treasury throughout the summer.
- SECTION 7. The financial records shall be audited by the auditing committee before the end of the July each year, and at any other time requested by the executive board.
- SECTION 8. A copy of the audit that is to be completed each July will be made available upon request to the Board of Directors of BBBI and will be placed in the permanent records of the association to be made available to the general membership upon request.

ARTICLE IX – RULES FOR AMENDING

The bylaws may be amended by a unanimous vote of the executive board or may be amended by a two-thirds vote at any regular meeting, provided the notice of the proposed amendments shall have been filed with the secretary and a duplicated copy presented at the meeting preceding the one at which it is to be considered for adoption.

The revised bylaws shall be effective immediately upon approval.