



## SPABB GENERAL MEETING AGENDA – February 11, 2020

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- I. **CALL MEETING TO ORDER**
- II. **REVIEW/APPROVE MINUTES**
  - a. October 15, 2019 meeting minutes  
Motion to approve minutes: \_\_\_\_\_  
Second: \_\_\_\_\_
- III. **DIRECTORS' REPORTS**
  - a. SPHS – Tomczuk/Sanchez/Greene
  - b. RHMS – Ancelet
  - c. HMS – Crawford
- IV. **OFFICER'S REPORT**
  - a. President –Christine Gonzales
    - i. Mega Band Day
    - ii. Recent Competitions
    - iii. Sponsorship/ Donations
  - b. 1st VP Fundraising – Ricardo Robles
    - i. RS3 Concessions
  - c. 2nd VP Volunteers – Adrian Vega
    - i. Volunteer opportunities – Indoor Percussion
  - d. Treasurer – Anna Carrasco and Gus Padres
    - i. Account Balances & Reconciliation
    - ii. 2019 – 2020 summary budget
    - iii. Band fees/ digital tees
  - e. Secretary – Shannon Sorenson
  - f. Concessionaire – Richard Gonzales
- V. **APPROACHING EVENT DISCUSSIONS**
  - a. Solo & Ensemble @ Pflugerville HS – Feb 22<sup>nd</sup>
  - b. TCGC (Indoor) @ Vista Ridge HS – Mar 13<sup>th</sup>
  - c. Spring Break – March 16-20
  - d. TCGC Area (Indoor) @ Pasadena HS – March 21<sup>st</sup>
  - e. Savers Fundraiser (tentative) – March 28<sup>th</sup>
  - f. TCGC Championships @ College Station – April 4<sup>th</sup>
  - g. Pre-UIL Concert @ SPHS PAC – April 6<sup>th</sup>, 6pm-8pm
  - h. UIL Concert & Sightreading (non-varsity) @ Georgetown HS, Apr 21-22
  - i. UIL Concert & Sightreading (varsity) @ Georgetown HS, Apr 23-24
  - j. Pancake Breakfast – May 2<sup>nd</sup>
  - k. Spring Pet Clinic – early May
  - l. Band Banquet @ Marriott – May 9<sup>th</sup>
- VI. **OLD BUSINESS**
  - a. Amendments to Bylaws
  - b. Savers Fundraiser
  - c. My Locker
- VII. **NEW BUSINESS**
  - a. Open Board positions
  - b. Nominating Committee
  - c. Scholarship Committee
  - d. CDL driver
  - e. Uniform washing
- VIII. **ADJOURMENT**



## SPABB GENERAL MEETING MINUTES ( DRAFT)

Tuesday October 15<sup>th</sup>

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- I. **CALL MEETING TO ORDER**  
6:32 pm
- II. **REVIEW/APPROVE MINUTES**
- III. **DIRECTORS' REPORTS**
  - a. SPHS – Tomczuk/Sanchez/Greene
    - i. Mr. Tomczuk:
      1. Thank you all for Volunteering
      2. UIL on Saturday perform at 6:30 pm
        - a. Cheer loudly for the students after solos and during breaks
    - b. RHMS – Ancelet
    - c. HMS – Crawford/Mrs. Walker
      - i. Hopewell will be hosting the first-round region band auditions
        1. Round 2 will be at Walsh
- IV. **OFFICER'S REPORT**
  - a. President –Christine Gonzales
    - i. Locker Decorating: This Saturday at 9:00 am
      1. RSVP if you will be decorating your child's locker
        - a. Create the decorations at home and bring Sat morning to apply to the locker. Dimensions can be found on the band Website
      2. Decorating committee will be starting on Thursday at 5:00 pm making decorations for student's lockers that parents are unable to decorate
        - a. Volunteers needed
        - b. Accepting donations of materials in need of Stick on letters, and other craft supplies. Will accept financial donations
    - ii. UIL competition:
      1. Saturday at 6:30 pm Stony Point Band will perform; come cheer loudly!
      2. **VOLUNTEERS NEEDED!!**
        - a. No entrance fees for volunteers
    - iii. Cut Time
      1. Cut time will be the communications program used for the Band from this point forward. If you have not registered with Cut time you will no longer be receiving any emails from Mr. T or the Band Boosters
        - a. Sign up on the link on the Band website or contact the directors
    - iv. Cricket Apocalypse
      1. Earlier this week the crickets were very bad at Kelly Reeves, if you are going to the game on Friday or UIL on Sat be prepared to see some dead crickets. The district responsible for cleaning them up, so hopefully it will not be too bad.
  - b. 1st VP Fundraising – Ricardo Robles
    - i. October Restaurant Night
      1. **Culver's** on Palm Valley BLVD October 28<sup>th</sup> 5-8 (20% of sales donated to the Band)
        - a. **YOU WILL NEED THE FLYER** (not accepting pictures or digital copies on electronic devices) flyers will be given to students the day before or day of event, or print you copy off the band website or social media posts
      2. Selling Clear bags for \$15
      3. Better Than New Instrument Repairs
        - a. Sponsors: sell reeds and other band equipment, also repair instruments
  - c. 2nd VP Volunteers – Adrian Vega
    - i. US Bands on November 2<sup>nd</sup> Stony Point Band's **LARGEST FUNDRAISER**
      1. **VOLUNTEERS NEEDED:**
        - a. sign up on the sign-up genius link (email or website)
          - i. A job listing and description will be on the Band website
        - b. Each family responsible for two shifts

- c. Students may volunteer but cannot use the link. Students need to check in at the volunteer table and be assigned where needed at that time (Don't forget to have your Tigers In-Service sheets signed)
  - d. All volunteers get a **FREE T-shirt, meal voucher, entrance fee and parking**
  - e. The goal is to open both concessions stands to allow for Students to use one and spectators to use other for less congestion
  - f. We will be accepting Credit Cards at the concessions stands
  - g. Students will need a ride to and from the contest Performance at 1:30
    - i. Black show shirts and shorts if volunteering
    - ii. Drop off uniforms by equip truck
- ii. Concessions volunteers needed on Halloween @ Tiger Field
- d. Treasurer – Anna Carrasco and Gus Padres
- i. First Quarter Budget vs. Actuals Report
    - 1. Band Fees collected \$35,685 this year plus \$16,000
      - a. About \$8,000 in unpaid band fees for this year
    - 2. Fall Income \$25,862
      - a. Includes things like concessions and sales
    - 3. Expenses so far this year are \$50,388.86
      - a. 32.54% of our yearly budgeted expenses
        - i. For questions and/or full report see Treasurers
  - e. Secretary – Shannon Sorenson : No report
  - f. Concessionaire – Richard Gonzales
    - i. Tiger Field concession stand has had a slight upgrade
      - 1. Purchased new warmers, air blower and other items
        - a. This stand has not had upgrades for many years and is making us more money this year to due Hopewell and Hernandez both using the field for home games, along with Freshman and JV from Stony Point

#### V. **APPROACHING EVENT DISCUSSIONS**

- a. Upcoming Events Schedule
  - i. October 18<sup>th</sup> - SPHS v. RRHS @ Kelly Reeves Stadium – 8<sup>th</sup> Grade Night
  - ii. October 19<sup>th</sup> - UIL – SPHS performs @ 6:30 pm – Kelly Reeves Stadium
    - 1. Locker Decorating at 9:00 am
  - iii. October 28<sup>th</sup> – Culver's of Round Rock 5pm – 8pm (must print flyers)
  - iv. November 1<sup>st</sup> – SPHS v. Westwood @ Dragon Stadium – Senior Night (last home game)
    - 1. Trying to locate the tiger backdrop used a few years ago if you have information contact Christine
  - v. November 2<sup>nd</sup> – US Bands – all day – Kelly Reeves Stadium
  - vi. November 9<sup>th</sup> – Drumline Competition – Brandeis (San Antonio)
  - vii. December 6<sup>th</sup> – Pet Clinic @ 5pm – Band Hall
  - viii. December 13-14, All-Region Auditions – Cedar Ridge HS
    - 1. Have your students start practicing

#### VI. **OLD BUSINESS**

- a. Fundraising Committee and Finance Committee:
  - i. Looking for Volunteers to assist with picking up deposits after concessions, contacting possible donors or sponsors, volunteer from home

#### VII. **NEW BUSINESS**

- a. US Bands Competition: see above information
- b. Ghost Writers – last day to purchase October 25<sup>th</sup> (send candy!)
  - i. Halloween Grams can be purchased for \$.25 can purchase for entire Band or a section
    - 1. Contact directors for a roster or numbers needed for sections
- c. Band Booster Website
  - i. The Band Boosters will be creating their own website and will be giving the directors back their site
    - 1. Looking for assistance if anyone has experience, contact Adrian
- d. Savers Fundraiser
  - i. Start saving your used clothing Savers will pay us \$.20 per pound of clothing. We will start the fundraiser after the first of the year, but don't donate or throw away used clothing save it for the fundraiser
- e. Amendments to Bylaws (forthcoming) some outdated procedures need to be revised
  - i. Will present changes at next General Meeting
  - ii. Will vote the following General meeting

#### VIII. **ADJOURNMENT 7:23pm**

STONY POINT AREA BAND BOOSTERS  
BYLAWS

ARTICLE I – NAME

1.1 The name for this organization shall be Stony Point Area Band Boosters (“SPABB”).

ARTICLE II – PURPOSE

2.1 The SPABB organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

2.2 The SPABB shall support Stony Point and the feeder middle school band programs in reaching band program goals. It shall provide financial support to the band as deemed necessary by the band director(s) and as approved by the membership. It shall provide assistance for band activities as requested by the band director(s).

2.3 The activities of this organization shall not conflict with the policies of the Round Rock Independent School District and shall be operated in compliance with the UIL guidelines for Booster Clubs.

ARTICLE III - MEMBERSHIP

3.1 The voting (“active”) membership of this organization shall consist of all parents or guardians of band students currently enrolled in the band programs at Stony Point High School and all feeder middle schools.

Voting on all matters shall be by the membership present. Voting members and a majority of Executive Board members shall constitute a quorum at the regular meetings. A quorum to conduct business at a General meeting shall be 10 voting members.

3.2 The non-voting membership of this organization (“honorary members”) shall consist of persons who have contributed or wish to contribute to the objectives of the organization. Honorary membership may be granted upon recommendation of the Executive Board and voted upon by the membership. Honorary membership may be terminated at the discretion of the Executive Board.

3.3 The right to hold office shall be confined to active members (as defined in Article 3.1) of the organization. Parents of incoming freshman are eligible to hold office if that parent had a previous student in the Stony Point Band.

3.4 Voting membership of this organization ends upon the student’s resignation or separation from enrollment in the band program, effective no later than the first day of the following semester or the end of the membership year (see Article 6.4), whichever comes first.

ARTICLE IV - MEETINGS

4.1 At the beginning of each membership year, the Executive Board will set and announce dates for at least one regular meeting per month during the school year. General Meetings can be held as part of a scheduled concert if necessary.

4.2 Special meetings of the organization may be called by the President with 10 days advance notice, except in extenuating circumstances, in which case no less than 72-hour notice shall be given.

4.3 Past minutes of the Executive Board meetings or regular scheduled meetings of the organization are available for review by written request, via e-mail or regular mail, to the President.

4.4 The May general meeting shall consist of the election of officers and any other business.

4.5 The Executive Board shall meet at least once per month prior to general meetings.

#### ARTICLE V - EXECUTIVE BOARD

5.1 The Executive Board shall be composed of current elected officers (see Article 6.1), the Parliamentarian and feeder Middle School Liaisons' (IF appointed). The band directors from Stony Point High School and each feeder middle school are non-voting members of the Executive Board.

Middle School Liaisons are active (as defined in Article 3.1) middle school band parents (1 or 2) from each feeder middle school. This position is appointed by their respective middle school band director.

Appointed members of the Executive Board (e.g. Parliamentarian and school liaisons) are non-voting members of the Executive Board.

In the event of co-officers, only one vote will be counted for each executive office. One of the co-positions shall be the designated voter, and the alternate may vote in the absence of the designated voter.

5.2 The Executive Board shall plan, coordinate, and control the activities and conduct other business necessary to the operation of the organization.

5.3 The Executive Board will usually meet prior to each scheduled organization meeting or upon the call of the President.

5.4 The Executive Board shall be allowed to appoint additional members of the organization to serve on the Executive Board, as it deems necessary, to carry out the purpose of the organization.

Any and all such appointments shall require the approval of the general membership at any organization meeting and shall be valid for the membership year in which such appointments are made.

Committees may be established by the Executive Board, with chairs to be appointed by the President on recommendation by the executive officer responsible for that committee, as needed. (Examples: scholarship committee, special fundraising projects, audit committee)

5.5 At all meetings of the Executive Board, a majority of the elected officers shall constitute a quorum for the transaction of business. The act of a majority of officers present at any meeting at which there is a quorum shall be the act of the Executive Board. If a quorum does not exist at any meeting of the Executive Board, the officers present may adjourn the meeting without notice other than the announcement at the meeting, until a quorum exists.

5.6 The fiscal year's budget will be presented for adoption by the general membership at the first fiscal year's general meeting.

5.7 The Scholarship Committee will be composed of 5 members of SPBB who are not parents of current senior band students at Stony Point High School.

5.8 The use of electronic communication such as phone conferencing is an acceptable alternative for attending Executive Board meetings if the member cannot physically attend due to a family emergency.

All electronic communication such as email, faxes, or texting may be acceptable means of communication as long as all Executive Board members are copied on the communication.

## ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

### 6.1 Officers

The elected officers of the Stony Point Area Band Boosters shall be President, First-Vice President, Second-Vice President, Treasurer, Secretary, and Concessionaire. The band directors and the band booster president from the preceding year are ex-officio non-voting members whose purpose is to give advice and provide continuity and counsel to the Executive board.

### 6.2 Qualifications for Office

a. To be considered for an elected office, a candidate shall be an active member (as defined by Article 3.1) of the organization and have indicated a willingness to serve as an officer. Presidential nominees must have previously served on the Executive Board. First-Vice President, Second-Vice President, Treasurer, Secretary, Concessionaire, and Parliamentarian candidates must come from parents of a sophomore student or higher. Candidates of an incoming freshman student can qualify for these positions, if that parent had a previous student who has graduated and was a member of SPHS Band.

b. Only one member of a family may serve as an officer at the same time, unless parents are serving as co-chairs in the same office, which limits the family's vote to one.

c. A board member shall be required to resign his/her office when his/her student resigns or is removed from the band program. All booster property is to be immediately surrendered to the SPABB President.

### 6.3 Nomination of Officers

a. The Executive Board shall appoint a Nominating Committee during the regular or called meeting of the organization held in February of each year. Only persons who have been a member of the organization for the preceding six (6) months shall be eligible for membership on the Nominating Committee.

### 6.4 Nominees

a. The Nominating Committee shall prepare a list of nominees for each elected office to be submitted to the Executive Board for approval and then be presented no later than a regular or called meeting of the organization held in April of each year. Any additional nominations from the floor must be presented at a regular or called meeting of the organization at least 30 days prior to the election.

b. Only at such time an elected officer nominee cannot be named within the stipulations listed in article 6.2.a, suitable nominees may be selected by the nominating committee from the general membership.

### 6.5 Elections and Term of Office

Elections shall be held no later than May 15 of each year at a regular or called meeting of the organization.

The term of office shall coincide with the membership year – July 1 through June 30.

## 6.6 Vacancies

A vacancy in the office of President shall temporarily be filled by the First-Vice President. The Executive Board shall elect a new President from the members of the Executive Board, whose election is to be confirmed by the general membership at the next regular meeting.

A vacancy in an officer's position, other than that of President, shall temporarily be filled by election of the Executive Board and confirmed by a vote of the general membership at the next regular meeting.

## ARTICLE VII - DUTIES OF OFFICERS

7.1 Officers shall attend all Executive Board meetings and general meetings. If an absence is necessary, the officer should contact the President and provide any applicable reports to be presented to the Board. All officers should assist other Band Booster officers and volunteer to help on committees when needed, if possible. All officers are expected to support the Band Directors and obtain their approval before releasing any information.

*The current officers will be expected to help transition their duties to the newly elected officers and shall transfer official records to the newly elected officers by June 30th or within 3 business days of final completion of the audit. The transfer of official records may be done through a specially called meeting by the President Elect. Records should be retained per the Internal Revenue Code for charitable organizations.*

General duties of officers are listed below.

### a. The President shall:

- Preside over all Executive Board meetings and general meetings.
- Appoint committees with the advice and consent of the Executive Board.
- Shall be an ex-officio member of all committees.
- Shall be a member of the **Concessions Operating Board (COB)**, which coordinates and manages co-ownership of concession assets and responsibilities for all high schools in the district.
- Shall appoint the Parliamentarian which is subject to approval of the newly elected officers and affirmed at a general meeting.
- As approved by the Executive Board, is authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of SPABB or may delegate that authority.
- Shall serve as the primary liaison between the Band Directors and the Band Boosters.

### b. The First Vice President shall:

- Preside over Fundraising.
- Organize and coordinate all activities of fund raising including all spirit item sales and any other fundraising of the organization.
- Present all fundraising ideas to the Executive Board for approval.
- Act as ex-officio of all Merchandise Sales committees and all committees reporting to Executive Vice President on the organizational chart.
- Assist the President in all activities of the organization.
- Preside over Executive Board meetings and general meetings in the President's absence.

### c. The Second Vice President shall:

- Act as volunteer coordinator and as ex-officio of all volunteer committees and all committees reporting to Second Vice President on the organizational chart.

- Preside over Executive Board meeting and general meetings in the absence of the President and First Vice President.
- Submit, to the concession stand managers, a list of workers for the concession stands.

d. The Concessionaire Coordinator shall:

- Organize and coordinate all activities of the Concession Committee.
- Expend funds and incur debt on behalf of SPABB for inventory and supplies used in the concession stand.
- Be a member of the **Concessions Operating Board (COB)**.
- Assist the President in all activities of the organization.

e. The Treasurer shall:

- Act as custodian of the funds of the organization.
- Maintain financial records.
- Give financial reports at each monthly meeting, in compliance with the procedures of the SPABB organization.
- Participate as a member of the Budget Committee.
- Serve on other committees as requested by the Executive Board.
- Make the financial books and records accessible to the President at all times, upon request.

f. The Secretary shall:

- Keep an accurate record of all business conducted during the Executive Board meetings and General Meetings.
- Have copy of the current bylaws.
- Submit the required reports of organization activities, projects and programs.
- Manage all correspondence for the organization and public relations functions.

g. Middle School Liaisons shall:

- Be appointed by their respective middle school's band director, at the band director's discretion.
- Act as liaisons between the SPABB and the middle school band directors.

h. Parliamentarian shall:

- Be appointed by the President.
- Attend all meetings of the organization.
- Advise on matters of parliamentary procedure when requested.
- Know and have the current bylaws.

7.2. An officer elected or appointed may be removed as follows:

a. By the Executive Board by an affirmative vote of two-thirds, whenever in its judgment the best interests of the SPABB would be served thereby, and confirmed by a majority vote of the general membership present at the next regularly scheduled meeting,

Or

b. Any active member may introduce as new business at any regularly scheduled meeting for removal of any member of the Executive Board. The removal shall be accomplished with a two thirds vote of the voting membership present. The membership should make every effort to resolve problems in a manner that is in the best interests of the SPABB organization.



## ARTICLE VIII - SPECIAL AUTHORIZATIONS AND/OR REQUIREMENTS

8.1 Organization officers elected and appointed must serve with bond at cost of SPABB.

8.2 Organization monies shall be deposited or invested as determined by the Executive Board into checking accounts, savings accounts, certificates of deposit, direct or indirect U.S. government obligations, and other investing mediums approved by vote of the organization at a regular or called meeting.

Funds, monies, and/or accounts cannot be transferred, closed, or opened without the Executive Board's approval.

An operating fund sufficient to support the budgeted and approved normal operating expenditures during the summer months shall be carried forward each membership year.

a. Any two Executive Board Members, as long as one is the President or the 1<sup>st</sup> Vice President and excluding the Treasurer, shall have the authority to disburse SPABB funds in cases of emergency that affect the safety and well-being of students and chaperones, or the successful operations of any SPABB supported event. The cause and cost of the emergency shall be reported at the next General Meeting.

### 8.3 Chaperones

a. Chaperones shall conduct themselves in a manner conducive to behavioral guidelines set forth by the Executive Board and the Round Rock Independent School District, and subject to all RRISD regulations pertaining to volunteers.

b. Chaperones shall be provided as needed for band events.

### 8.4 Audit

A financial and procedural audit of the SPABB financial records shall be conducted in accordance with the RRISD Booster Guidelines.

8.5 Protection of Officers Indemnification at the discretion of SPABB. The SPABB shall have the power to indemnify any officer or former officer of the SPABB for expenses and costs (including attorney's fees) actually and necessarily incurred by him/her, by action in court or otherwise, by reason of his/her being or having been such officer, except in relation to matters as to which he/she shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

8.6 Any expenditure which will exceed the budgeted amount by more than 10% must be approved by the Executive Board. Any expenditure which will exceed the budgeted amount by more than 50% must be approved by the Executive Board and approved by majority vote of the General membership of SPABB.

## (New) ARTICLE IX – DISSOLUTION OF ORGANIZATION

This organization is organized to support the activities of the band members. Upon the dissolution of the organization, the Executive Board with the approval of the members shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal

Revenue Law), as the Executive Board with the approval of the members shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization 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 notwithstanding any or other provision.

#### ARTICLE X – AMENDMENTS TO THE BY-LAWS

Amendments to these bylaws shall be submitted at a regular or called meeting of the organization and shall be voted upon at another **regular or called** meeting of the organization. A two-thirds vote of the members present shall be required for submission of amendments to the bylaws to the appropriate school administrative authority for final ratification.

STONY POINT AREA BAND BOOSTERS  
BYLAWS – **PROPOSED AMENDMENTS**

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2.3 The activities of this organization shall not conflict with the policies of the Round Rock Independent School District and shall be operated in compliance with the UIL guidelines for Booster Clubs.

ARTICLE III - MEMBERSHIP

3.1 The voting (“active”) membership of this organization shall consist of all parents or guardians of band students currently enrolled in the band programs at Stony Point High School and all feeder middle schools.

Voting on all matters shall be by the membership present. Voting members and a majority of Executive Board members shall constitute a quorum at the regular meetings. A quorum to conduct business at a General meeting shall be 10 voting members.

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3.3 **The right to hold office shall be confined to active members (as defined in Article 3.1) of the organization. Parents of incoming freshman and transfer students are eligible to hold office if that parent had a previous student who has graduated and was a member of any high school band in Round Rock ISD, or has served as a middle school liaison on any Round Rock ISD band booster board for one full term prior to their student’s first year with the Stony Point Band.**

3.4 Voting membership of this organization ends upon the student’s resignation or separation from enrollment in the band program, effective no later than the first day of the following semester or the end of the membership year (see Article 6.4), whichever comes first.

ARTICLE IV - MEETINGS

4.1 **At the beginning of each membership year, the Executive Board will set and announce dates for at least one regular meeting per month during the school year. General Meetings will be held once per quarter and can be held as part of a scheduled concert if necessary.**

4.2 Special meetings of the organization may be called by the President with 10 days advance notice, except in extenuating circumstances, in which case no less than 72-hour notice shall be given.

4.3 Past minutes of the Executive Board meetings or regular scheduled meetings of the organization are available for review by written request, via e-mail or regular mail, to the President.

4.4 The May general meeting shall consist of the election of officers and any other business.

4.5 The Executive Board shall meet at least once per month prior to general meetings.

## ARTICLE V - EXECUTIVE BOARD

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Any and all such appointments shall require the approval of the general membership at any organization meeting and shall be valid for the membership year in which such appointments are made.

Committees may be established by the Executive Board, with chairs to be appointed by the President on recommendation by the executive officer responsible for that committee, as needed. (Examples: scholarship committee, special fundraising projects, audit committee)

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5.6 The fiscal year's budget will be presented for adoption by the general membership at the first fiscal year's general meeting.

5.7 The Scholarship Committee will be composed of 5 members of SPABB who are not parents of current senior band students at Stony Point High School.

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## ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

### 6.1 Officers

The elected officers of the Stony Point Area Band Boosters shall be President, First-Vice President, Second-Vice President, Treasurer, Secretary, and Concessionaire. The band directors and the band booster president from the preceding year are ex-officio non-voting members whose purpose is to give advice and provide continuity and counsel to the Executive board.

### 6.2 Qualifications for Office

a. To be considered for an elected office, a candidate shall be an active member (as defined by Article 3.1) of the organization and have indicated a willingness to serve as an officer. Presidential nominees must have previously served one term on the Executive Board. First-Vice President, Second-Vice President, Treasurer, Secretary, Concessionaire, and Parliamentarian candidates must come from parents of an incoming sophomore student or higher. Candidates of an incoming freshman student can qualify for these positions if that parent had a previous student who has graduated and was a member of any high school band in Round Rock ISD, or has served as a middle school liaison on any Round Rock ISD band booster board for one full term prior to their student's first year with the Stony Point Band.

b. Up to two members of a family may serve as an officer at the same time, or may serve as co-chairs in the same office, either of which will limit the family's vote to one. The office of Treasurer may be co-chaired by two members, but they cannot be from the same family, and the vote will still be limited to one.

c. A board member shall be required to resign his/her office when his/her student resigns or is removed from the band program. All booster property is to be immediately surrendered to the SPABB President.

### 6.3 Nomination of Officers

a. The Executive Board shall appoint a Nominating Committee during the regular or called meeting of the organization held in February of each year. Only persons who have been a member of the organization for the preceding six (6) months shall be eligible for membership on the Nominating Committee.

### 6.4 Nominees

a. The Nominating Committee shall prepare a list of nominees for each elected office to be submitted to the Executive Board for approval and then be presented no later than a regular or called meeting of the organization held in April of each year. Any additional nominations from the floor must be presented at a regular or called meeting of the organization at least 30 days prior to the election.

b. Only at such time an elected officer nominee cannot be named within the stipulations listed in article 6.2.a, suitable nominees may be selected by the nominating committee from the general membership.

### 6.5 Elections and Term of Office

Elections shall be held no later than May 15 of each year at a regular or called meeting of the

organization.

The term of office shall coincide with the membership year – July 1 through June 30.

#### 6.6 Vacancies

A vacancy in the office of President shall temporarily be filled by the First-Vice President.

The Executive Board shall elect a new President from the members of the Executive Board, whose election is to be confirmed by the general membership at the next regular meeting.

A vacancy in an officer's position, other than that of President, shall temporarily be filled by election of the Executive Board and confirmed by a vote of the general membership at the next regular meeting.

### ARTICLE VII - DUTIES OF OFFICERS

7.1 Officers shall attend all Executive Board meetings and general meetings. If an absence is necessary, the officer should contact the President and provide any applicable reports to be presented to the Board. All officers should assist other Band Booster officers and volunteer to help on committees when needed, if possible. All officers are expected to support the Band Directors and obtain their approval before releasing any information.

*The current officers will be expected to help transition their duties to the newly elected officers and shall transfer official records to the newly elected officers by June 30th or within 3 business days of final completion of the audit. The transfer of official records may be done through a specially called meeting by the President Elect. Records should be retained per the Internal Revenue Code for charitable organizations.*

General duties of officers are listed below.

#### a. The President shall:

- Preside over all Executive Board meetings and general meetings.
- Appoint committees with the advice and consent of the Executive Board.
- Shall be an ex-officio member of all committees.
- Shall be a member of the **Band Concessions Operating Board (BCOB)**, which coordinates and manages co-ownership of concession assets and responsibilities for all high schools in the district.
- Shall appoint the Parliamentarian which is subject to approval of the newly elected officers and affirmed at a general meeting.
- As approved by the Executive Board, is authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of SPABB or may delegate that authority.
- Shall serve as the primary liaison between the Band Directors and the Band Boosters.

#### b. The First Vice President shall:

- Preside over Fundraising.
- Organize and coordinate all activities of fund raising including all spirit item sales and any other fundraising of the organization.
- Present all fundraising ideas to the Executive Board for approval.
- Act as ex-officio of all Merchandise Sales committees and all committees reporting to Executive Vice President on the organizational chart.
- Assist the President in all activities of the organization.
- Preside over Executive Board meetings and general meetings in the President's absence.

c. The Second Vice President shall:

- Act as volunteer coordinator and as ex-officio of all volunteer committees and all committees reporting to Second Vice President on the organizational chart.
- Preside over Executive Board meeting and general meetings in the absence of the President and First Vice President.
- Submit, to the concession stand managers, a list of workers for the concession stands.

d. The Concessionaire Coordinator shall:

- Organize and coordinate all activities of the Concession Committee.
- Expend funds and incur debt on behalf of SPABB for inventory and supplies used in the concession stand.
- Be a member of the **Band Concessions Operating Board (BCOB)**.
- Assist the President in all activities of the organization.

e. The Treasurer shall:

- Act as custodian of the funds of the organization.
- Maintain financial records.
- Give financial reports at each monthly meeting, in compliance with the procedures of the SPABB organization.
- Participate as a member of the Budget Committee.
- Serve on other committees as requested by the Executive Board.
- Make the financial books and records accessible to the President at all times, upon request.

f. The Secretary shall:

- Keep an accurate record of all business conducted during the Executive Board meetings and General Meetings.
- Have copy of the current bylaws.
- Submit the required reports of organization activities, projects and programs.
- Manage all correspondence for the organization and public relations functions.

g. Middle School Liaisons shall:

- Be appointed by their respective middle school's band director, at the band director's discretion.
- Act as liaisons between the SPABB and the middle school band directors.

h. Parliamentarian shall:

- Be appointed by the President.
- Attend all meetings of the organization.
- Advise on matters of parliamentary procedure when requested.
- Know and have the current bylaws.

7.2. An officer elected or appointed may be removed as follows:

a. By the Executive Board by an affirmative vote of two-thirds, whenever in its judgment the best interests of the SPABB would be served thereby, and confirmed by a majority vote of the general membership present at the next regularly scheduled meeting,

Or

b. Any active member may introduce as new business at any regularly scheduled meeting for removal of

any member of the Executive Board. The removal shall be accomplished with a two thirds vote of the voting membership present. The membership should make every effort to resolve problems in a manner that is in the best interests of the SPABB organization.

## ARTICLE VIII - SPECIAL AUTHORIZATIONS AND/OR REQUIREMENTS

8.1 Organization officers elected and appointed must serve with bond at cost of SPABB.

8.2 Organization monies shall be deposited or invested as determined by the Executive Board into checking accounts, savings accounts, certificates of deposit, direct or indirect U.S. government obligations, and other investing mediums approved by vote of the organization at a regular or called meeting.

Funds, monies, and/or accounts cannot be transferred, closed, or opened without the Executive Board's approval.

An operating fund sufficient to support the budgeted and approved normal operating expenditures during the summer months shall be carried forward each membership year.

a. Any two Executive Board Members, as long as one is the President or the 1<sup>st</sup> Vice President and excluding the Treasurer, shall have the authority to disburse SPABB funds in cases of emergency that affect the safety and well-being of students and chaperones, or the successful operations of any SPABB supported event. The cause and cost of the emergency shall be reported at the next General Meeting.

### 8.3 Chaperones

a. Chaperones shall conduct themselves in a manner conducive to behavioral guidelines set forth by the Executive Board and the Round Rock Independent School District, and subject to all RRISD regulations pertaining to volunteers.

b. Chaperones shall be provided as needed for band events.

### 8.4 Audit

A financial and procedural audit of the SPABB financial records shall be conducted in accordance with the RRISD Booster Guidelines.

8.5 Protection of Officers Indemnification at the discretion of SPABB. The SPABB shall have the power to indemnify any officer or former officer of the SPABB for expenses and costs (including attorney's fees) actually and necessarily incurred by him/her, by action in court or otherwise, by reason of his/her being or having been such officer, except in relation to matters as to which he/she shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

8.6 Any expenditure which will exceed the budgeted amount by more than 10% must be approved by the Executive Board. Any expenditure which will exceed the budgeted amount by more than 50% must be approved by the Executive Board and approved by majority vote of the General membership of SPABB.

## (New) ARTICLE IX – DISSOLUTION OF ORGANIZATION

This organization is organized to support the activities of the band members. Upon the dissolution of the organization, the Executive Board with the approval of the members shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the



organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board with the approval of the members shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization 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 notwithstanding any or other provision.

#### ARTICLE X – AMENDMENTS TO THE BY-LAWS

Amendments to these bylaws shall be submitted at a regular or called meeting of the organization and shall be voted upon at another **general or called meeting** of the organization. A two-thirds vote of the members present shall be required for submission of amendments to the bylaws to the appropriate school administrative authority for final ratification.

# SPABB SOCIAL MEDIA & CONTACT INFO



[www.sphsband.org](http://www.sphsband.org)



## Booster Executive Board

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**Band Director**  
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Stony Point Band Boosters (@stony\_band)  
[https://twitter.com/stony\\_band?s=09](https://twitter.com/stony_band?s=09)



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## VOLUNTEER OPPORTUNITIES – STONY POINT BAND

**Everything Day** – Volunteers are needed to help staff stations throughout the day and help parents through the lines. There are several areas and stations to cover over the course of the day, such as a volunteer sign up station, a band registration station, a meal order station (for pre-game and competition meals), merchandise sales, uniform fitting, and more!

**Mattress Sale** – CFS handles the sale, but we need volunteers to supervise students who are advertising the event in front of the school.

**Festival of Bands** – This is a district-wide showcase of all of the RRISD middle school and high school bands usually held in the first week of October. There is no bus service to this event; students will need a ride to and from Kelly Reeves Stadium. Volunteers from each of the five band booster programs in RRISD are needed to help run concession stands, sell tickets, hand out programs, etc.

**Band Family Picnic** – This is one of the first social gatherings of the school year. The boosters provide hamburgers or hot dogs, and the band family provides items like chips, desserts, and fruit. It's a great time getting to know everyone. We need parents to volunteer to set up, serve, and clean up.

**Ice Cream Social** – What a great way to end a summer practice! The boosters provide the ice cream, and band students provide the toppings (by section). We need parents to set up, serve, and clean up.

**Band Car Wash** – This is our first big fundraiser of the year. We assign students to work at one of five car wash sites in town, and they scrub cars all morning to raise money for the band. The site that raises the most money wins a prize! We need parents to serve as site captains to oversee each car wash team.

**Chaperones** – We need dedicated band parents or family members to serve as chaperones for games, competitions, and other events. Chaperones ride on the buses with the students and must be confident about making sure our kids follow the rules. Adults who volunteer to be a chaperone must register with the school district and consent to a background check. We also need a committee chairperson to oversee this committee and organize and train the volunteers.

**Concessions** – Our concession stands raise the most money over all of our fundraising. Because concessions are important, we have to ensure that every time we are responsible for running a concession stand, we have enough volunteers. Every band family is required to work a minimum of 3 games, and one playoff game. No experience is necessary, and even though we say it's work, it's actually a blast! The Concessionaire, a band booster officer, oversees this committee. Stand managers are needed to help run concession stands at games, in addition to concession stand volunteers.

**Game Day/Competition Meals** – The boosters feed the band before every football game and every marching competition during the fall. Please note: we do not feed the kids before Festival of Bands. We need parents to volunteer to distribute food to students and clean up. We also need a committee chairperson to oversee this committee and place food orders and arrange pickup or delivery.

**Pit Crew/Equipment Crew** – We need parents to volunteer to help load the equipment trucks before games/competitions, unload equipment at the stadium, help the front ensemble get their equipment onto the football field, load it all back up, and unload at the school after the game/competition. Crew

members also pick up the rental truck(s) and return them after use. We also need a committee chair to oversee this committee and organize volunteers.

**Prop Crew** – Like the equipment crew, the prop crew will load and unload props at games and competitions. Crew members also participate in building props and getting props to the field and off the field. A committee chair is also needed to oversee this committee and organize volunteers.

**Uniforms** – Volunteers are needed to help with uniform fittings, assigning uniform compartments to each student, minor uniform alterations and repair, and washing/cleaning of uniforms.

**Scholarship Committee** – We need volunteers to review scholarship applications and score them based on a rubric.

**Nomination Committee** – Volunteers review nominees who wish to hold executive board positions to determine eligibility and present candidates for voting at a general meeting.

**Finance Committee** – Volunteers will assist the Treasurer with various tasks, such as helping to make deposits after football games, assisting with year-end audits, and any other miscellaneous duties assigned by the Treasurer.

**Fundraising Committee** – Volunteers will assist the 1<sup>st</sup> Vice President with fundraising tasks, such as helping set up Restaurant Spirit Nights, merchandise sales, and any other miscellaneous duties assigned by the 1<sup>st</sup> Vice President.

**US Bands** – Each year in early November, the Stony Point Band hosts the US Bands Remo Series Finale marching competition at Kelly Reeves Stadium. Bands come from all over the state to compete, and as the host school, it is our responsibility to organize and run this event. This competition requires participation from ALL of our band families to volunteer at various stations throughout the day.

Each year the booster board tries new fundraising ideas, and the needs of the band can change from year-to-year. Volunteering needs will also change as a result. As new volunteer opportunities arise, we ask that our band family be ready to rise to the occasion and volunteer.

Questions? Contact the 2<sup>nd</sup> Vice President (volunteers): [spabb2ndvicepresident@gmail.com](mailto:spabb2ndvicepresident@gmail.com).