

Constitution and By-Laws
Paschal Band Booster Parent Teacher Organization
Amended and Approved: 2020

Desiring to bring together at regular intervals those who are interested in the further development of the Paschal Band, to promote the musical interests of the students of Paschal High School, to support the Band in all proposed projects and at the same time conforming to the policies of the Fort Worth ISD administration, in a non-partisan program, as a service organization, we do hereby form ourselves into the 'Paschal Band Booster Parent Teacher Organization'. For purposes herein, "Band" shall include members of the color guard or similar group that performs with and is directly associated with the Band.

ARTICLE I
NAME

The name of this organization shall be the 'Paschal Band Booster Parent Teacher Organization' (PTO).

ARTICLE II
PURPOSES

The purpose of this organization shall be to conduct on a benevolent basis activities which promote, assist, and advance the Paschal High School Band and members thereof: to further enhance the musical enrichment of the student body and faculty. Activities will conform to the policies of the Fort Worth Independent School District. Further, this organization shall operate exclusively for the charitable and/or educational purposes as outlined in Section 501(c) (3) of the Internal Revenue Code of 1986 or any corresponding provisions of any future United States Revenue Law.

ARTICLE III
MEMBERSHIP

The parents or guardians of the students of Paschal High School, the Directors of the Band, and any other persons or business firms who are interested in supporting the purposes of this organization and who are willing to uphold its policies and subscribe to its by-laws, upon payment of dues as hereinafter provided, shall become a member in one of the following five categories:

- A. Regular (individuals and family members of Paschal Band Students in the upcoming or current school year)
- B. Business (any business with an interest supporting Paschal Band in a membership role)
- C. Associate (individuals who do not have a Paschal Band Student in the upcoming or current school year)
- D. Alumni (any individual who had been a member of the Paschal High School Band for a period of at least one year)
- E. Honorary (Band Directors, Principals, and others as noted in Bylaws)

Annual membership dues will be set by the Officers (as defined in Article IV) no later than June 30st of the upcoming school year. Membership is for an academic school year. Business, Associate, Alumni and Honorary membership holders are non-voting members.

ARTICLE IV OFFICERS AND DUTIES

SECTION I - OFFICERS

The "Officers" of the organization shall be a President, a 1st Vice President, a 2nd Vice President, a Secretary, a Treasurer, an assistant Treasurer, a Parliamentarian, and, in an ex officio capacity, the Band Directors. All of such officers other than Band Directors shall be elected as set forth in Article VI. To be eligible to be elected for an upcoming school year, a person must be the parent or legal guardian of a child or children currently attending Paschal High School and enrolled in the band program at the time of such election AND have a child enrolled in the band program with at least one school year remaining prior to graduation. Officers are required to be members of the PTO for the year they are serving or are subject to removal. If, at any time during an unexpired term of an elected officer, the officer ceases to be the parent or legal guardian of a child or children enrolled in the Paschal High School band program, such officer may continue to hold such office for the remainder of such unexpired term with approval of the Executive Committee as defined in Section V.

SECTION II - GENERAL DUTIES

The general duties of the Officers are listed below. A more detailed list of duties and guidelines for Officers and committee members shall be provided in the Standing Rules (included as Attachment B) as amended from time to time by the Executive Committee. If at any time an Officer (other than the Band Directors) is unable to fulfill his or her duties, due to legal or physical disability or absence, any Officer listed in this Constitution either above that position or immediately thereafter that position is authorized to act in his or her stead.

A. PRESIDENT

The President shall be responsible for leading the strategic direction of the organization and shall preside at all meetings of the organization and of the Executive Committee, shall be a member ex-officio of all committees except the Nominating Committee, and shall perform such other duties as may be hereinafter prescribed or assigned to him/her by the Executive Committee. The President shall be responsible for creating new committees and assigning Committee Chairs as needed. The President shall also work closely with the Band Directors and interface as appropriate with FWISD personnel in coordinating activities and events.

B. 1ST VICE PRESIDENT

The 1st Vice President shall act as an aide to the President, and shall perform the duties of the President in the absence of that officer, The 1st Vice President shall be in charge of all band items related to needs of the students during marching band season, e.g., uniforms, chaperones, liaison with freshman parents, and will instruct/supervise/coordinate with the chairmen assigned to those positions.

C. 2ND VICE PRESIDENT

The 2nd Vice President shall oversee fundraising and long-term financial development efforts of the organization. The 2nd Vice President shall also be responsible for ongoing fundraising needs and activities as well as cultivating relationships with corporate/business donors and sponsors.

D. SECRETARY

The Secretary shall keep an accurate record of all meetings, prepare meeting agendas in advance for all meetings of the organization, and shall perform such other duties as may be delegated by the President. The Secretary shall also distribute meeting agendas to all board members prior to each meeting.

F. TREASURER

The Treasurer shall keep accurate records of receipts and expenditures (as set forth in the Standing Rules, and he/she shall pay out funds only as authorized and directed by the membership at a regular meeting or by action of the Executive Committee within limits specified in the Standing Rules. The Treasurer shall present a statement of account at every meeting and shall make an end-of-year profit/loss report to be filed in the secretary's documents. which will include a summary of receipts and a listing of major expenditures for the school year. This report should be suitable for inclusion in a report of accomplishments at the end of the year.

The Treasurer will be responsible for the filing of all Federal, State, and Local financial and tax reports, with the IRS Annual 990 Return shared with the members of the organization and published on the web site. The Treasurer will work with an CPA/Enrolled agent to file IRS Form 990 for the organization. Treasurer's account shall be examined annually by an Auditing Committee of not less than three members, who are satisfied that the Treasurer's annual report is correct, and they shall sign a statement of that fact at the end of the report. The Auditing Committee shall be appointed by the President and confirmed by the Executive Committee at least one month prior to presentation of the written annual report of the Treasurer. President, Treasurer, or Assistant Treasurer cannot be on the Auditing Committee. The Treasurer is responsible to maintain the Officer/Director Liability insurance The Treasurer may delegate duties to the Assistant Treasurer or distribute the two officers' duties as the two officers agree.

G. ASSISTANT TREASURER

The Assistant Treasurer shall handle and keep accurate records of all monetary activities involving student accounts. These activities include, but are not limited to, student payments for fees and trips and any fundraising activities whereby funds are assigned or donated to a student. Or, the Assistant Treasurer may be delegated various duties by the Treasurer.

H. PARLIAMENTARIAN

The Parliamentarian shall serve as an advisor to the other officers and directors in the rules and usage of the Constitution and By-Laws of the organization, and shall be responsible for writing any revisions needed to these documents and preparing them for presentation to the Boosters for approval.

**ARTICLE V
EXECUTIVE COMMITTEE**

The Executive Committee shall be comprised of 1) the Officers of the PTO, 2) the Membership Chairperson, 3) Communications Chairperson, 4) Social Activities Chairperson, and 5) the Volunteer Coordinator. These positions shall be appointed by the Officers of the organization. They will formulate plans and conduct the business of the organization. The President shall be the Chairman of the Executive Committee. The general duties of the Executive Committee members and the Committee Chairs are included in the Standing Rules.

ARTICLE VI ELECTIONS

Officers shall be elected at the regular meeting time of the organization for the month of May by a simple majority of the membership present. The Officers may be installed at that meeting or at the annual band banquet at the end of the school year. No votes shall be cast by proxy. Any vacancy occurring by resignation or other cause in the Office of President shall be filled by the advance of the 1st Vice President. The vacancy of any other Officer shall be filled by appointment by the Executive Committee to serve out the unexpired term.

ARTICLE VII MEETINGS

There shall be one regular meeting held each month during the school year at a time and place to be provided by the By-laws of the organization. Special general membership meetings may be called by the President at such times as are thought to be advisable. Notice and purpose of such meetings shall be given to the membership at least one week in advance, distributed either personally, by facsimile transmission, or by mail or e-mail. Special Executive Committee meetings may be called by the President at such times as thought to be advisable. These special meetings may be held in person, via conference telephone, or via e-mail or instant message correspondence.

ARTICLE VIII LIABILITY

Section 1. Limitation of Liability

An Officer of the PTO shall not be liable to the PTO for monetary damages for an act or omission in the capacity as an Officer, except that this section does not authorize the elimination of limitation of the liability of an Officer to the extent the Officer is found liable for:

- A breach of the Officer's duty of loyalty to the PTO;
- An act or omission not in good faith that constitutes a breach of duty of the Officer to the PTO or an act or omission that involves intentional misconduct or a knowing violation of the law;
- A transaction from which the Officer received an improper benefit, whether or not the benefit resulted from an act taken within the scope of the Officer's office; or
- An act or omission for which the liability of an Officer is expressly provided by an applicable statute.

Section 2. Volunteer Liability

- A. Except as provided by Section 84.0007 of the Texas Civil Practice and Remedies Code, a volunteer who is serving as an officer of the PTO will be immune from civil liability for any act or omission resulting in death, damage, or injury if the volunteer was acting in the course and scope of his or her duties or functions as an officer with the PTO.
- B. Except as provided in Section 84.0007 of the Texas Civil Practice and Remedies Code, a volunteer who is serving as a direct service volunteer of the PTO will be immune from

civil liability for any act or omission resulting in death, damage, or injury if the volunteer was acting in good faith and in the course and scope of his or her duties or functions within the PTO. The Treasurer will maintain Officer/ Director insurance.

Section 3. Insurance

- A. The PTO may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee, or agent of the PTO or who is or was serving at the request of the PTO as a director, officer, partner, trustee, employee, agent, or similar functionary of another corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan, or other enterprise against any liability asserted against him or her and incurred by him or her in such a capacity or arising out of his or her status as such a person, whether or not the PTO would have the power to indemnify him or her against that liability under this section.
- B. The insurance may be procured or maintained with an insurer, regardless of whether all or part of the stock or other securities of the insurer are owned in whole or in part by the PTO. In the absence of fraud, the judgment of the Officers as to the terms and conditions of the insurance or other arrangement and the identity of the insurer or other person participating in an arrangement is conclusive, and the insurance is not voidable and does not subject the Officers approving the insurance to liability, on any ground, regardless of whether Officers participating in the approval are beneficiaries of the insurance.

ARTICLE IX DISSOLUTION

Upon dissolution of the organization: (1) the Officers shall dispose of remaining assets primarily to Paschal High School, Fort Worth, Texas; secondly, if necessary, to an organization operated exclusively for charitable, educational, or scientific purposes which shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Revenue Law; and (2) any such assets not disposed of by the court of jurisdiction of the county in which the officers of the organization are then located exclusively for such purpose or to such organization as said court shall determine.

**BY-LAWS
PASCHAL BAND BOOSTER PARENT TEACHER
ORGANIZATION**

SECTION 1. MEMBERSHIP DUES

Membership dues will be payable annually (per annual period of July 1 to June 30) in advance in amounts and according to categories as may be determined by the Officers from time to time. Dues paying membership categories may include, but shall not be limited to, individual memberships, family memberships, associate memberships and business memberships. The Paschal High School Principal and Vice-Principals, the Paschal High School Band Directors, Band Directors of all Fort Worth ISD Middle Schools located in the Paschal High School attendance zone, and the Director of Instrumental Music for the Fort Worth Independent School District, and others as deemed by the officers, shall be entitled to honorary memberships and shall not be required to pay membership dues.

SECTION 2. NOMINATING COMMITTEE

The Nominating Committee, consisting of three members, two from the Executive Committee and one from the PTO membership, shall be appointed by the President at the February meeting of the Officers to submit a slate of new Officers, and Committee Chairs to the membership in April. The President may not serve on the nominating committee. Following the report of the Nominating Committee at the April meeting; opportunity shall be given for nominations from the floor. Consent of all nominees must be obtained prior to the election. The Officers shall be elected and installed for the upcoming school year at the May meeting. Committee Chairs shall also be named at the April or May meeting or as the positions are filled. Terms for new Officer and Committee Chairs begin on the first day of June following the May election so that planning may begin for the upcoming school year. Outgoing Officers and Committee Chairs, except as provided for the Treasurer below, are expected to complete all projects started for the current (not upcoming) school year. Completion of these projects should be done so as to not interfere with the incoming Officers' beginning preparations for the upcoming school year.

The outgoing Treasurer shall be responsible for the continuation of the Treasurer's duties until the first Executive Committee meeting in July. The incoming Treasurer will work with the outgoing Treasurer from May until the transfer of duties in July.

SECTION 3. MEETING SCHEDULE

A. Membership Meetings

Regular membership meetings shall be held at Paschal High School (or nearby location with advance notice to the members) each month during the school year, except where extenuating circumstances requires postponement and/or cancellation as approved by the Executive committee. The schedule for the meetings will be set by the Executive Committee at their first opportunity. Minutes from these meetings will be posted on the Band website after membership approval at the following month's meeting.

B. Executive Committee Meetings

The Executive Committee shall meet each month, as needed prior to the Membership meeting, and at least two (2) times in the summer, to organize for the coming year, i.e., review the budget, appoint chairpersons and complete other activities as needed

All officers and members of the Executive Committee shall be required to attend each meeting of the Executive Committee. If a member misses two (2) consecutive meetings (without just cause) he/she may be removed from that position by a majority vote of the Executive Committee. The position will be filled in accordance with ARTICLE VI – ELECTIONS of the Constitution.

SECTION 4. COMMITTEES

Committee Chairs for existing committees shall be nominated by the Nominating Committee and approved by the President. The President may create new committees as necessary to assure support for the Band programs, as well as to assure proper function of the Band Booster organization. The President shall be responsible for appointing new Committee Chairs with feedback and recommendations from the Executive Committee and the Nominating Committee.

SECTION 5. AWARDS

Awards to be established by the Executive Committee and Band Directors will be presented at the Band Banquet each year to individuals, either students or volunteers, who have made outstanding contributions to the Band program. The procedures and process for these scholarships are included in the Standing Rules.

SECTION 6. PARLIAMENTARIAN AUTHORITY

Robert's Rules of Order shall govern at all meetings. The following general order will be followed:

- A. Meeting called to order.
- B. Introductions.
- C. Reading of minutes of previous meeting, if requested.
- D. Communications.
- E. Reports.
- F. Old business.
- G. New business.
- H. Address and entertainment.
- I. Adjournment

SECTION 7. STANDING RULES

Standing Rules of the Band Booster PTO are rules that regulate the details of administration of the Booster organization rather than parliamentary procedure. Standing rules may be adopted at any membership meeting but must not conflict with the bylaws. Amendments to standing rules may be made: 1) without previous notice by two-thirds (2/3) vote in the affirmative, or 2) with previous notice by a majority vote. Examples of standing rules are: financial procedures, position descriptions, and scholarship guidelines.

SECTION 8. PROVISIONS FOR AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

This Constitution and By-Laws may be amended at any regular or specially called meeting of members by two-thirds (2/3) affirmative vote of the members present, provided that: (a) the proposed amendments be presented at the immediately preceding regular meeting of members, or (b) at least ten (10) days prior written and/or electronic notice of such proposed amendments be sent to members to their addresses and/or e-mail addresses according to the most recent records of Paschal Band Booster Parent Teacher Organization available to the Officers or the Executive Committee.

A summary of the changes is included in Attachment A.

Attachment A

APPROVED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Approved amendments will be attached to and become a part of these By-Laws. The attachment will be updated each year showing what amendments (if none, so state) were made during the year (ref. Section II).

- A. 1988-1989 Adoption of the Constitution and By-Laws.
- B. 1989-1990 Deleted from Section 7 because of school board policy change: "All monies received by the Secretary and all monies disbursed by the Treasurer will be received and disbursed through the office of the Financial Clerk at Paschal High School as stated in the Fort Worth Independent School District's board policy."
- C. 1990-1991 None.
- D. 1991-1992 Revision to Article I - Name - due to Tax Exemption change - The name of this organization shall be "Paschal Band Booster Parent Teacher Organization."
- E. 1992-1993 None.
- F. 1993-1994 None.
- G. 1994-1005 Membership dues amended to "be \$5.00 per year per person or \$10.00 per family per year." [Section I (a)]
- H. 1995-1996 Revision of By-Law Section 7 to "...President and Treasurer..." Revision of Article V to present form, redefining and renaming committee chairmen.
- I. 1996-1997 None.
- J. 1997-1998 Se page, Revised May, 1998. Revisions of Article I, II, and III.
- K. 1998-1999 None.
- L. 1999-2000 None.
- M. 2000-2001 None.
- N. 2001-2002 None.
- O. 2002-2003 Major revisions made and adopted.

P. 2003-2004 Revision to Section I of Article IV to clarify that appointed positions (committee members/chairs) are not required to be Paschal band parents/guardians, but that elected officers must be Paschal band parents/guardians as provided at the time of election. Also, officers who cease to be Paschal band parents at any time during an unexpired term may continue to serve with approval of the Board of Directors. Revision to Section I of By-Laws to allow for flexible procedure for setting membership dues from time to time without having to amend the Constitution/By-Laws. Revision to Section 9 of By-Laws to update/improve procedure for amending Constitution/By-Laws.

Q. 2004-2005 Revision to Article II, Purposes. Added a final sentence:

Further, this organization shall operate exclusively for the charitable and/or educational purposes as outlined in Section 501(c) (3) of the Internal Revenue Code of 1986 or any corresponding provisions of any future United States Revenue Law.

Revision to By-Laws, Section 7, Receipt and Disbursement of Funds. Add a final (13th) paragraph.

In no event shall an expenditure inure to the benefit of any individual who is a member of the Booster organization, provided, however, nothing shall prohibit the expenditure of organizational funds for goods and services in the ordinary course of business.

R. 2005-2006

- Revision to Article IV, Section I- Officers. (Added a final sentence:) They should also be the parent of a Sophomore, Junior, or Senior student, having spent one year as a parent participating in the Paschal Band program, and a member in good standing with the PTO at the time of taking office, having paid in full their annual dues.
- Revision to Article IV, Section II B—1ST Vice President Deleted the oversight of Volunteer activity from this position.
- Revision of Article IV, Section II C ---2nd Vice President (Added a final sentence:) They will oversee the coordination of volunteers by working closely with the Volunteer Coordinator.
- Revision of Article IV, Section II D--- Secretary Deleted the responsibility for tracking volunteer hours.
- Revision of Article IV, Section II F---Parliamentarian (Added to the sentence:) and shall be responsible for writing any revisions needed to these documents and preparing them for presentation to the Boosters for approval.
- Revision of Article V—Directors Deletion of the following Chair positions:
Recruitment/ Growth, Uniform Steward, Instrument Maintenance/

Acquisition Added the following Chair positions:
Volunteer Coordinator, Chaperone Coordinator

By Law Revisions

- Section 2. Nominating Committee
Changed wording from “Executive Committee” to “Officers”

- Section 7. Receipt and Disbursement of funds
 - B. Increased dollar amount
 - C. Increased dollar amount to \$600.00
 - D. Changed wording to: ...may use “more than” \$600.00... and added a final sentence: Written explanation can be made in the form of an E-mail.
Added a final sentence to the last paragraph: Any expenditure that is unbudgeted or unrelated to a fundraiser that is authorized as specified in this Section 7 must be specifically highlighted for the membership’s review in the Treasurer’s Report.

- S. March 2009; Major revisions made and adopted.

- T. November 2011: Major revisions including:
 - The Officers term was redefined and the term “Board of Directors” was redefined as the Executive Committee.
 - Standing Rules were established at Attachment “B” and The Receipt and Disbursement of Funds Procedures, the descriptions of Executive Committee and Committee Member positions, and the procedures for scholarships were moved to that section.
 - Additional Committee Members positions were created.
 - Amendment A was changed to Attachment A.
 - Receipt and Disbursement of Funds procedures were modified.

- U. July 2014: Clarifies that Band Directors are ex officio Officers, and thereby members of Executive Committee; creates position of Assistant Treasurer: elaborates on duties of Treasurer: and establishes that officers can act for other officers in circumstances where an officer is legally or physically disabled from acting: e.g. in the event an officer is a FWISD employee and restricted for that reason.

- V. 2019-2020: Adjusts officer eligibility for freshman or incoming parents/guardians (Article IV, Section I); clarifies for Treasurer 1) specifies of meeting reports and end-of-year reporting, 2) role with CPA/Enrolled agent, 3) restrictions regarding placement on Auditing committee for Treasurer, Assistant Treasurer, and President, 4) maintenance of Officer/Director Liability Insurance (Article IV, Section II,E); allows flexibility for Treasurer and Assistant Treasurer regarding division of tasks (Article IV, Section II,E and F); removes Immediate Past President position (Article V); adjusts Nominating Committee appointment to February meeting, allows chairs to be named at either April or May meeting (Section 2.).

STANDING RULES

1. FINANCIAL GUIDELINES

The Treasurer shall keep accurate records and expenditures in accordance with the following guidelines:

1. The Treasurer shall pay out funds only as authorized and directed by: a) the membership at a regular meeting; b) action of the Executive Committee within limits set forth below; or c) expenditures allocated in the current budget within limits as set forth below.
2. The fiscal year of the PTO shall run from July 1st through June 30th.
3. All disbursements shall be by check, cash, debit card or credit card with vouchers, as necessary.
4. The Treasurer shall present a statement of account at every meeting and shall submit a year-to-date report at least annually (the “annual report”).
5. The Treasurer’s account shall be examined annually (or such period of time as determined by the Executive Committee) by an Auditing Committee of not less than three members, who are satisfied that the Treasurer’s annual report is correct, and shall sign a statement of that fact at the end of the report. The Auditing Committee shall be appointed by the President and confirmed by the Executive Committee at least one month prior to presentation of the written annual report of the Treasurer.
6. All cash turned in to the Treasurer will be accompanied by a type of voucher summarizing the source of the cash and function from which the money was raised. The voucher shall be signed by this individual and a receipt from the Treasurer will be issued on request. All monies received will be turned over to the Treasurer for deposit. All deposits will be made within two (2) weeks.
7. Disbursements of any kind included in the budget shall be subject to the following:
 - A) Reimbursements to PTO members shall be limited to \$250 per reimbursement and be associated with items or events that are already budgeted. Any reimbursement in excess of \$250.00 must be signed by either or both the Treasurer and President. Any reimbursement outside of the budget will need approval by the Executive Committee and a membership vote at the next special or regular meeting.

- B) Disbursements to vendors outside of the PTO shall be limited to \$5,000 per disbursement with accompaniment of an invoice. Any such disbursement in excess of \$5,000 must be signed by both the Treasurer and President.
- C) The amount of funds authorized to be spent without prior membership approval are limited by the approved annual budget, which should be submitted to the general membership and approved by same no later than the July membership meeting. No individual officer may spend organization funds except as authorized by the President, unless such expenditure is part of the approved budget.

D) Authorization for expenditures not included in the approved budget is as follows:

- 1) Officers or Band Directors may use up to \$300.00 with the approval of three (3) or more officers, one of which must be the President, 1st Vice-President, or 2nd Vice-President.
- 2) Officers or Band Directors may use up to \$600.00 with the approval of all active Officers one of which must be the Treasurer or Assistant Treasurer.
- 3) Officers or Band Directors may use more than \$600.00 by a vote of the membership at any regular or special meeting. Previous presentation or consideration of the expenditure is required either by discussion at previous meetings or by written explanation of the expenditure to the membership at least ten (10) days but no more than thirty (30) days prior. Written explanation can be made in the form of an E-mail and must be distributed to all PTO officers and members

- 8. All bills for which the organization is responsible shall be billed to the Paschal Band Booster Parent Teacher Organization or the Paschal Band.
- 9. When asking for an item to be billed to the organization, it shall be requested that the company include the name and position of the person placing the order.
- 10. In no event shall any expenditure inure to the benefit of any individual who is a member of the Booster organization, provided, however, nothing shall prohibit the expenditure of organization funds for goods and services in the ordinary course of business.

2. POSITION DESCRIPTIONS

OFFICERS:

A. PRESIDENT

The President shall be responsible for leading the strategic direction of the organization and shall preside at all meetings of the organization and of the Executive Committee, shall be a member ex-officio of all committees except the Nominating Committee, and shall perform such other duties as may be hereinafter prescribed or assigned to him/her by the Executive Committee.

The President shall also work closely with the Band Directors and interface as appropriate with FWISD personnel in coordinating activities and events.

B. 1ST VICE PRESIDENT

The 1st Vice President shall act as an aide to the President, and shall perform the duties of the President in the absence of that officer, The 1st Vice President shall be in charge of all band items related to needs of the students during marching band season, e.g., uniforms, chaperones, liaison with freshman parents, and will instruct/supervise/coordinate with the chairmen assigned to those positions.

C. 2ND VICE PRESIDENT

The 2nd Vice President shall oversee fundraising and long-term financial development efforts of the organization. The 2nd Vice President shall also be responsible for ongoing fundraising needs and activities as well as cultivating relationships with corporate/business donors and sponsors.

D. SECRETARY

The Secretary shall keep an accurate record of all meetings, prepare meeting agendas in advance for all meetings of the organization, and shall perform such other duties as may be delegated by the President. The Secretary shall also distribute meeting agendas to all board members prior to each meeting.

E. TREASURER

The Treasurer shall keep accurate records of receipts and expenditures (as set forth in the Standing Rules Attachment B), and shall pay out funds only as authorized and directed by the membership at a regular meeting or by action of the Executive Committee within limits specified in Section 7 of the Bylaws of the PTO. All disbursements shall be by check or cash with a voucher. The Treasurer shall present a statement of account at every meeting and shall make a full written report at least annually, which will include a summary of receipts and a listing of major expenditures. This report should be suitable for inclusion in a report of accomplishments at the end of the year. The Treasurer's account shall be examined annually by an Auditing Committee of not less than three members, who are satisfied that the Treasurer's annual report is correct, and he/she shall sign a statement of that fact at the end of the report. The Auditing Committee shall be appointed by the President and confirmed by the Executive Committee at least one month prior to presentation of the written annual report of the Treasurer.

F. ASSISTANT TREASURER

The Assistant Treasurer shall handle and keep accurate records of all monetary activities involving student accounts. These activities include, but are not limited to, student payments for fees and trips and any fundraising activities whereby funds are assigned or donated to a student. Or, the Assistant Treasurer may be delegated various duties by the

Treasurer.

G. PARLIAMENTARIAN

The Parliamentarian shall serve as an advisor to the other officers and directors in the rules and usage of the Constitution and By-Laws of the organization, and he/she shall be responsible for writing any revisions needed to these documents and preparing them for presentation to the Boosters for approval.

EXECUTIVE COMMITTEE MEMBERS:

COMMITTEE CHAIRS:

MEMBERSHIP

The Membership Chairperson individually, or through a committee, shall prepare and direct individual and business membership drives, prepare membership lists of individual Regular members, Business members, Associate members, Alumni members, and Honorary members.

COMMUNICATIONS

The Communications Chairperson individually, or through a committee, shall be responsible for various forms of communications including web site and other electronic communications.

SOCIAL ACTIVITIES

The Social Activities Chairperson individually, or through a committee, shall be responsible for coordinating social activities for the band throughout the year, including the end of the year banquet.

VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be responsible for the recruitment, development and placement of volunteers for the various activities conducted by the Boosters.

NON-EXECUTIVE COMMITTEE CHAIRS:

AUDIT

The Audit Committee consisting of a chair and not less than two others shall be appointed by the President and confirmed by the Executive Committee at least one month prior to presentation of the written annual report of the Treasurer. The Treasurer's annual account shall be examined by the Audit Committee, who are satisfied that the Treasurer's annual report is correct and shall sign a statement of that fact at the end of the report.

HISTORIAN

The Historian shall be responsible to record on video and in photographs all activities, highlights, and mementos of the organization and the band during the school year.

INSTRUMENT TRANSPORTATION AND LOGISTICS

The Instrument Transportation Chairperson individually, or through a committee, shall be

responsible for overseeing the loading and transportation of band instruments and related equipment to and from all band engagements. The person shall also be responsible for leading the team to outfit and maintain the trailer and shall work with the Band Directors to arrange for trucks to pull the trailer to games and contests.

SCHOLARSHIP

The Scholarship Chairperson individually, or through a committee, shall be responsible for announcing the application process and application period, collection of applications, and qualify applicants for scholarships available through the Band Booster organization.

CHAPERONE COORDINATOR

The Chaperone Coordinator shall be responsible for training volunteers who chaperone band students. They will coordinate their placement for events, ensuring that all preparations are ready for football games and contests.

ALUMNI RELATIONS COORDINATOR

The Alumni Relations Coordinator shall be responsible for planning events and activities to enhance relationships with past members of the Band and the organization.

MIDDLE SCHOOL RELATIONS AND RECRUITING COORDINATOR

This Coordinator shall be responsible for planning events and activities to enhance relationships with pyramid middle schools and elementary schools and developing marketing and promotional materials to recruit new members to the Paschal Band.

SPONSOR RELATION COORDINATOR

The Coordinator shall be responsible for developing and maintaining a database of business contacts who are past supporters of the band as well as potential targets for future sponsorships.

COLOR GUARD REPRESENTATIVE

The Color Guard Representative shall be responsible for coordinating band activities and fundraising with color guard members and parents to foster a collaborative relationship with the band.

PASCHAL PTA REPRESENTATIVE

The Paschal PTA Representative selected by the PTA taking into consideration interest from the Band Parents; shall be responsible for fostering a relationship with Paschal High School Parent Teachers Association by attending regularly scheduled meetings of the PTA, reporting on Band activities, and keeping the Executive Committee and Booster membership abreast of PTA activities.

3. THE BAND BOOSTER SENIOR SCHOLARSHIP

To encourage students to pursue music in college, the Band Booster Organization will award scholarships to seniors in marching band, jazz band and color guard. The awards are to be announced at the end-of-year band banquet. A maximum of nine (9) scholarships will be presented over any three-year period, with a maximum of four (4) in any one year and minimum of one. The number and amount of the scholarships will be determined by the Board each year and announced in April.

The committee selecting the scholarship winners shall consist of, at minimum, the scholarship committee chair and three parents representing the freshman, sophomore and junior classes. Parents of seniors are excluded from the committee.

The application process will be determined by the committee. Applications will be provided and must be completed by the announced deadline. Consideration will be given to the following:

- 1) Applicant's participation in band or color guard activities at Paschal and the applicant's demonstration of excellence in those activities;
- 2) Applicant's extracurricular music activities; and
- 3) Applicant's financial need.

During judging, priority will be given to seniors planning to pursue music-related majors, then priority will be given to seniors pursuing other majors but who are planning to participate in music- or color-guard-related extracurricular activities at college. The committee also has the prerogative to award scholarships based on financial need.

To receive the scholarship funds, the student must provide proof of college enrollment to the Treasurer.