

BYLAWS OF: COLLEGE STATION COUGAR BAND BOOSTERS, INC.

ARTICLE I – NAME

The name of the corporation shall be College Station Cougar Band Boosters, Inc. (hereinafter “CSCBB”).

ARTICLE II – PURPOSES AND OBJECTIVES

The purpose of the CSCBB is to:

- 1) Provide financial support and assistance to the band and color guard program at College Station High School, College Station, Texas (hereinafter “CSHS”), which includes the band directors, all bands, color guard, and subsets of band and guard engaged in individual and group competitions.
- 2) Ensure that all actions comply with the regulations and procedures of CSHS, College Station Independent School District (hereinafter “CSISD”), and the University Interscholastic League (hereinafter “UIL”).

The CSCBB is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Bylaws, the corporation shall not take any action that would be inconsistent with the requirements for a tax exemption under Internal Revenue Code Section 501(c)(3) and related regulations, rulings, and procedures. Nor may it take any action that would be inconsistent with the requirements for receiving tax-deductible charitable contributions under Internal Revenue Code Section 170(c)(2) and related regulations, rulings, and procedures.

No Officer or any CSCBB member will be personally liable for any of its debts, liabilities, or obligations nor be subject to any assessment.

ARTICLE III – MEMBERSHIP

- 1) Voting Membership in CSCBB shall be open to any individual who is a parent or guardian of a current band or guard member interested in the purposes and objectives of CSCBB and who agrees to abide by the Bylaws of the organization.
- 2) Volunteers who are not parents or guardians of current band or color guard members may be approved for CSCBB voting membership by a majority vote of the Executive Board. (The intent is to create a mechanism for parents or guardians of former band and color guard members, or others with particular skill sets, to serve the organization as board members and officers in cases of need.)
- 3) The band and color guard directors and principal of CSHS or their principal’s designated representative shall be ex-officio members of CSCBB and shall serve in an advisory capacity without a vote.
- 4) All band and color guard students of CSHS are non-voting members of CSCBB.
- 5) Membership is for the period of June 1 to May 31.
- 6) The CSCBB may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who violates any article of the organization or said Bylaw of the organization.

ARTICLE IV – VOLUNTEERS (NON-CSCBB MEMBERS)

CSHS band and color guard welcomes individuals who wish to support and serve in a volunteer capacity. Volunteers shall follow all CSISD volunteer policies and procedures. Volunteers may also attend CSCBB general meetings in a non-voting capacity.

ARTICLE V – OFFICERS, BOARD, STANDING COMMITTEES AND THEIR DUTIES

The Officers of CSCBB shall be the President, Vice President, Secretary and Treasurer (hereafter also referred to as the 'Executive Board'). The Band and Guard Director(s) and Principal of CSHS will be ex-officio members without a vote. The Standing Committee Chairpersons (hereafter 'Chairperson' includes both Chairperson and Vice-Chairperson(s)) will be Board members. Each Standing Committee has a single vote. The Officers and Committee Chairpersons hereafter shall also be referred to as the 'Board'.

If there are no color guard parent members on the Board, there will be a color guard representative requested to attend Board meetings. Conversely, if there are no band parent members on the Board, there will be a band representative requested to attend Board meetings. Such representatives will have a vote and be considered a Board member.

The Officers shall:

- 1) Act on behalf of CSCBB between regular meetings.
- 2) Recommend programs and activities to accomplish the purpose of the CSCBB.
- 3) Propose a final budget for approval by the CSCBB at the last general meeting of the school year.
- 4) Perform any additional duties directed by the CSCBB.

The Officers of CSCBB shall come from the general voting membership and serve a one (1) year period, not to exceed two (2) consecutive terms in the same office, except in cases of need and by specific vote of general membership.

If no candidate is elected to an officer position, the President may appoint such a person to the officer role. If no candidate is elected to the President role, the Board can elect such a person to the role by majority vote.

Each officer must be a voting member in good standing whose child is currently in the band or guard program. In the event that an officer's child leaves the band or color guard program prior to May 31, this revokes the eligibility of an officer or voting member of CSCBB.

- 1) The President shall:
 - a. Serve as the Executive Officer of the CSCBB and shall represent the interests of the organization, as necessary, to the administration of CSHS, CSISD, Parent-Teacher-Student organization of CSHS, and to the community.
 - b. Preside at all meetings of the CSCBB and of the Officers.
 - c. Countersign checks drawn on the CSCBB accounts in accordance with the requirement of these Bylaws.
 - d. Nominate individuals to serve as Chairperson(s) for Special Committees not otherwise specified by these Bylaws.
 - e. Report actions of the Officers at each meeting of the CSCBB.
 - f. Serve as custodian of the Bylaws and see that each Officer and Standing Committee Chairperson is provided with a copy of the Bylaws.
 - g. Notify the Internal Revenue Service of any, and all changes in sources of support, purpose, character, method of operation, name, address and amendments or changes in the Bylaws. This shall be done in writing immediately upon changes being made.
- 2) The Vice President shall:
 - a. Perform the duties of the President in the absence of the President, or in case of the inability of the President to act.
 - b. Assume the office of the President in the event of the resignation, termination or

- death of the President.
 - c. Countersign checks drawn on the CSCBB accounts in accordance with the requirements of these Bylaws in the absence of the President.
 - d. Serve as ex-officio member on all other Committees.
- 3) The Secretary shall:
- a. Record, maintain and make available to any member, upon request, minutes of all meetings of the Officers, Board, and/or general membership meetings of the CSCBB.
 - b. Have available to post, minutes of all meetings by electronic media no later than two (2) weeks after meeting (within one (1) week to the Board for initial review).
 - c. Maintain all records of the organization, except those that are specifically assigned to other Officers or members.
 - d. Conduct correspondence for the CSCBB and the Officers.
 - e. Notify the Board of the location, date and time of each Board meeting.
 - f. Notify members of the location, date and time of each regular general or special general meeting.
 - g. Maintain a roster of Officers and standing Committee chairpersons, including names, email addresses and telephone numbers, and make the roster available to all members of the CSCBB at the first meeting of the school year. Revise said roster as necessary. (Roster should be posted on a shared site accessible by the Board, such as a Google Drive.)
 - h. Maintain a post office box for all CSCBB mail correspondence.
 - i. Create the bank letter for transference of signing authority upon election of new Executive Board members.
 - j. Ensure all requirements as per the CSISD Booster Club Guidelines have been timely addressed.
 - k. Countersign checks drawn on the CSCBB accounts in accordance with the requirements of these Bylaws in the absence of the President and Vice President.
- 4) The Treasurer shall:
- a. Have custody of all CSCBB funds and pay all debts and expenses. Use of credit and debit cards, checks, and online payment methods are authorized for paying expenses. Pre-approval is required for all non-budgeted expenses. All checks require two (2) signatures by authorized Officers, one of which should be the Treasurer.
 - b. Prepare checks and pay bills for payment requests made by the Officers or at the direction of the general membership within seven (7) days of approval.
 - c. Maintain an accurate and permanent record of all receipts and disbursements.
 - d. Present a report of current financial status at each regular general meeting of the CSCBB including use of budgeted amounts (obligated / available for use).
 - e. The Treasurer will present any items for write-off to the Executive Board for approval. Dues Assistance is approved by the consensus of the Vice President and Secretary. Discounts for multiple students are approved by the President.
 - f. Balance/reconcile the bank accounts within seven (7) days of the receipt of a monthly statement from the bank, unless a regular general meeting of the CSCBB is scheduled within the seven (7) day period, then said shall be done before the next scheduled meeting.
 - g. Prepare the budget, with input gathered from any new Officers / Chairpersons, with the first proposed budget introduced for consideration no later than the April meeting, with final approval no later than the May meeting
 - h. Make available all books and records at the end of the fiscal year for an annual audit as prescribed by these Bylaws and/or upon request of the Officers. (See Appendix "A" for Audit Procedures).
 - i. Prepare Form 990 of the appropriate format, on or before the due date of the return. It is the responsibility of the incoming Treasurer to prepare and file the required form with the Internal Revenue Service before the return due date. A copy of said return shall be

incorporated into the minutes of the Officers prior to being filed with the Internal Revenue Service.

- j. Obtain W-9 forms from all parties prior to them being paid for services.
- k. Send Form 1099 of the appropriate format to all appropriate parties. (Normally any individual who received \$600.00 or more for services from the organization.)
- l. File Forms 1096 and 1099 MISC, 8283, if requested by donor for noncash contributions, and any other forms required, with the appropriate Internal Revenue Service Center.
- m. Collect the appropriate state sales taxes and file appropriate return with the Texas Comptroller of Public Accounts, if engaging in taxable sales.
- n. Serve on the Fundraising Committee.
- o. Comply with CSISD Booster Club Guidelines.
- p. Maintain a "Minimum Reserve" amount during the fiscal year which shall be used for unexpected expenses. The minimum balance held in reserve shall be approximately 25% of the total expenses from the previous fiscal year. If the reserve needs to be used, the executive board shall create and propose a revised budget plan that shall be approved in the next or a special meeting of the CSCBB prior to use, with a provision for how to replace the reserve within the next year's budget.

Definitions

Chairperson – defined as the primary leader of the Committee, responsible for communicating the status and activities of the Committee to the Board and general membership.

Vice-Chairperson – defined as the secondary leader of the Committee, who in the absence of the Chairperson, is responsible for communicating the status and activities of the Committee to the Board and general membership. Vice-Chairperson shall not exceed two (2) per standing committee.

Committee members – defined as volunteers, solicited by Chairperson and/or Vice Chairperson to augment the committee as necessary. All Standing Committees may have as many committee members as needed to properly perform their duties.

Standing Committees and Other Positions

Chairpersons and Vice-Chairpersons shall come from general membership or can be volunteers with specific experience in the particular area of their committee.

The following Chairpersons of these Standing Committees will serve at the direction of the Officers:

- 1) Assistant Treasurer(s): shall assist the Treasurer in his or her duties.
- 2) Chaperone Chairperson(s): shall arrange for volunteers to chaperone band and guard events, as well as coordinate gift bags for visiting band boosters at home games. Directors are in charge of assigning chaperones for overnight and spring trips.
- 3) Fundraising Chairperson(s): shall direct a Fundraising Committee in coordinating and scheduling all the CSCBB fundraising activities. All fundraising must be presented in its entirety and approved by the Officers and Directors) before implementing.
- 4) Uniform Chairperson(s): shall issue, receive, and inspect all uniforms each time they are used, and coordinate the laundering and altering of all uniforms.
- 5) Procurement Chairperson(s): shall direct and coordinate procurement activities as designated, including food and other items for events or functions.
- 6) Membership Chairperson(s): shall manage the membership lists of the band, guard, and band boosters and confirm contact information is updated in the fall of each year, this includes electronic applications used by the band & guard to facilitate CSCBB communication. The Chairperson(s) should develop and maintain a welcome packet with pertinent information.

- 7) Event Chairperson(s): shall coordinate band and guard events, as needed, including assessing need and choice of venue, food, decorations, and volunteers.
- 8) Publicity Chairperson(s): shall manage and coordinate all publicity activities including, but not limited to, photography, updates to all social media platforms, and article submissions to local media outlets (i.e. newspaper, television and radio) concerning CSCBB programs and fundraising projects. Shall assist, as needed, with development of promotional materials for events. Shall create the 'senior spotlight' and keep the CSCBB website current.
- 9) Spirit Shop Chairperson(s): shall coordinate the ordering, sales and distribution of t-shirts, other apparel, water bottles, spirit towels, and other items as determined each year, including band and guard uniform apparel (not including proper uniform attire which is addressed by the Uniform Committee).
- 10) Props Chairperson(s): shall coordinate the construction of props for the halftime / competition show, props for winter guard, and arrange for volunteers to assemble and move props on and off the field at football games, marching contests, and winter guard competitions.

ARTICLE VI – SPECIAL COMMITTEES

The President shall call for volunteers to lead the Special Committees. The Board shall vote on and determine the final make-up of each Committee (unless otherwise stipulated below.)

- 1) Nominating Committee: shall be made up of a minimum of two members not running for Officer or Committee position and will coordinate the acceptance of nominations, tallying votes and notification of resulting elections. The Nominating Committee will present all nominations to the Board for acceptance prior to membership voting on slate.
- 2) Scholarship Committee: shall be made up of a minimum of two members of non-senior band and guard students. The Committee will coordinate the selection of judges, facilitation of receipt of entries and announcement of winners.
- 3) Bylaws Review Committee: shall be made up of a minimum of two members appointed by the President to discuss and review needed changes to the CSCBB BYLAWS.
- 4) Audit Committee: shall be appointed by the President at the May general meeting. The committee shall consist of at least three Board members for the year being audited. The committee must not include Board members with signature authority during the year being audited or current CSISD Staff Members. The following individuals can attend the Audit Committee meeting: Incumbent and Incoming President, Incumbent and Incoming Treasurer, Incumbent and Incoming Assistant Treasurer(s). These individuals can only serve as auditors if they did not hold signature authority during the year being audited.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the CSCBB in all cases in which they are applicable, and in cases that are not in conflict with these Bylaws.

ARTICLE VIII – MEETINGS

- 1) The Officers & Committee Chairperson shall meet the same day prior to the general membership meeting, or a meeting may be called as necessary by any Officer.
- 2) General meetings shall be held no less than six (6) times per school year. These meetings shall be held at the CSHS campus at 7:00 p.m., unless otherwise specified.
- 3) Special meetings may be called by the Officers or at the written request of twenty (20) current members. Notice and purpose of such special general meetings shall be advised to each member by telephone, written or electronic means, as circumstances permit.
- 4) Business at any general and special meeting shall be conducted in accordance with a majority vote of the membership present to transact business. If at least twenty (20)

members (hereafter referred to as a 'quorum') are not present for a vote, then the item will be tabled until the next special or general meeting is called.

ARTICLE IX – FINANCES

- 1) The President of the CSCBB may authorize expenditures for budgeted items, not to exceed the amount approved by the membership in the annual budget. Increases for budgeted items that will exceed their line item in the budget can be approved by the President with a specific offsetting surplus in another approved line item. For non-budgeted items, the following approvals are permitted, provided that the non-budgeted expenses do not create an annual budget deficit. The President shall have the authority to approve non-budgeted expenditures not to exceed \$500.00 per month (in total). Expenditures of non-budgeted funds expected to exceed \$500.00, but less than \$1,000.00, shall first be presented to the Officers for approval by a majority of the Officers prior to being obligated. Any expenditure of non-budgeted funds expected to exceed \$1,000.00 shall first be approved by a majority of the board and then presented at the regular or a special meeting for approval by the general membership prior to being obligated. Non-budgeted items that will create an annual deficit can be funded by additional membership dues or can use the reserve, with an appropriate budget adjustment and reserve replenishment plan.
- 2) The Treasurer shall establish and maintain a checking account in a bank or savings institution. All monies received by CSCBB shall be deposited in a timely manner into a Federally Insured Bank or Savings Institution. Checks drawn on any financial account shall require the signatures of two (2) authorized signers.
- 3) Petty Cash may be maintained from time to time for booster events where cash is accepted and cash change is needed. Petty Cash is never to be used for reimbursement, and if needed for an emergency expense, must be approved by the President or Vice President prior to use. Cash distributed to students and adults for meals or other uses must be signed for by each person receiving cash and verified by the Treasurer.
- 4) All funds drawn from the CSCBB checking account must be reported to the Treasurer. Copies of checks and statements must be turned in to the Treasurer within 24 hours (via computer scans or hand delivered).
- 5) The expenses of CSCBB shall be borne by revenues from fundraising, donations and CSHS band and color guard fees.
- 6) All sales of Booster assets with an individual estimated value over \$500 shall be presented to the Board for approval.
- 7) Purchases made by members requesting reimbursement shall be approved by the Standing Committee Chairperson or Vice-Chairperson (or Officers shall approve the purchases of vacant committee chairs) prior to purchase. Requests for reimbursement should be communicated by written or electronic communication.
- 8) Itemized receipts and supporting documentation, as appropriate, must be submitted within 30 days for expense reimbursement. Efforts should be made to obtain sales tax exemption for expenses over \$200.
- 9) Transfer of financial records to the new Treasurer shall take place after the audit has been completed. The audit of records shall be the responsibility of the "Audit Committee" of the CSCBB as defined in ARTICLE VI.
- 10) The fiscal year of the CSCBB shall be June 1 through May 31.

ARTICLE X – ELECTION OF OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

- 1) Call for nominations of Board members (as indicated in Article VI) shall be requested after the February CSCBB general meeting.
- 2) These nominations shall be presented to the members in the March CSCBB general meeting. The electronic slate of board members determined at the March general meeting

- shall be presented for vote to the CSCBB general membership prior to the April general meeting each year.
- 3) Results of the board member elections shall be presented at the April CSCBB general meeting each year.
 - 4) Officers and Chairpersons shall hold office from June 1 to May 31 of the following year. Incoming Officers will be invited to attend the May CSCBB Board meeting.
 - 5) In the event an Office or Committee Chairperson position becomes or remains vacant, the President may appoint a person to fill the vacancy.
 - 6) Any Officer may be removed from office by a majority vote of the CSCBB for violating any article of the organization or said Bylaw of the organization, including, but not confined to the Code of Conduct (See Appendix B).
 - 7) Any non-officer board member may be removed from the board upon the recommendation of an officer and a majority vote of the board, for any reason that causes the Board to take action, including, but not confined to the Code of Conduct (See Appendix B).

ARTICLE XI – DISSOLUTION

Upon dissolution of the Corporation, its assets shall be distributed to the band equipment fund or CSHS. In the event of one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code, the assets shall be distributed to the CSISD. Any such assets not disposed of in these ways shall be disposed of by a Court of Competent Jurisdiction of the county in which the organization is then located, exclusively for such purposes or to such organization or organizations, as such Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII – AMENDMENTS

The Bylaws of the CSCBB may be amended by a majority vote of members present at any regular meeting. Members desiring to amend the Bylaws shall submit proposed amendments in writing to the President who shall present such amendments in writing to all members at least thirty (30) days in advance of the meeting at which the amendment(s) will be voted on, and shall be presented in writing to all members again prior to the vote.

A Bylaws Review Committee shall be appointed by the President at least every two (2) years. The Committee shall review the Bylaws and recommend amendments, if necessary. The date of the review shall be recorded in the minutes of the meeting of the Board subsequently called and reported to the general membership at the next general or special general meeting.

ARTICLE XIII – ENACTMENT

These Bylaws were adopted by vote of the CSCBB Officers and became effective April 12, 2012. Subsequent amendments were made and accepted by vote of the CSCBB Officers and members on: June 12 2012, February 9 2016, May 8 2018, February 11 2020, October 12 2021, and November 12, 2024..

College Station Cougar Band Boosters, Inc. By-Laws - Appendix "A"

AUDIT PROCEDURES

The purpose of an audit is to verify the accuracy of the books and the records of the financial Officer and to assure the general membership that the CSCBB funds are being managed in a businesslike manner.

The Audit Committee shall be constituted as per Article VI.

The Treasurer shall deliver the following to the Audit Committee:

- 1) A copy of the Final Treasurer Report of audit fiscal year

- 2) Checkbook and canceled checks
- 3) Bank statements and deposit receipts
- 4) Statement with available support attached for all deposits and expenditures.
- 5) Monthly bank reconciliation reports
- 6) Sales tax returns filed, if any
- 7) Form 990
- 8) Communication, as required, to the CSISD offices of year-end financial information / audit documentation
- 9) Any other information requested by the Audit Committee

The following items should be available for reference:

- 1) Current Bylaws and standing rules
 - 2) Minutes including an adopted budget and amendments that were adopted during the year
- ❖ Discrepancies should be investigated, and conclusions documented.
 - ❖ Steps taken to correct problems should be reported and the Committee should make recommendations to correct / prevent future irregularities.
 - ❖ Any investigations by the Audit Committee must be kept confidential.

The Audit Committee's report must be officially adopted by the CSCBB membership at the first general meeting following the completed audit, and shall be included in a completed annual report covering the CSCBB's entire fiscal year. The Audit Committee's report should indicate the outcome of the audit and shall be signed by every member of the Committee.

CONDUCTING THE AUDIT

The audit shall consist of a review of the accuracy of the financial reporting and status of the organization and its activities. As part of the audit, the minutes of the general and executive board meetings and/or other correspondence mechanisms of the Board should be reviewed to verify the following:

- 1) Adoption of the budget
- 2) Approval of the budget for expenditures not addressed in the original budget (quorum present for approval of unbudgeted items)
- 3) Reporting of financial statements

As part of the audit, the requested documentation should be reviewed to verify the following:

- 1) Reconciliation of the ending and beginning balances of the bank statements with monthly reporting
- 2) Provision of supporting documentation for all disbursements
- 3) Timeliness of the handling of all transactions
- 4) Filing and review of applicable tax returns, and their compliance with IRS regulations and those of the Office of the Texas Secretary of State
- 5) Communication, as required, to the CSISD offices of year-end financial information / audit documentation

College Station Cougar Band Boosters, Inc.
By Laws- Appendix "B"

CODE OF CONDUCT

Conduct/Expectations

College Station Cougar Band Boosters serve as representatives of both College Station High School and College Station ISD at many public extracurricular functions.

- Any behavior, which is not representative of good citizenship, as perceived by the CSCBB, may result in removal from the Boosters. This is at both public and private events.
- All Booster members are expected to conduct themselves in a professional and ethical manner. Display of profanity, temper, flagrant violation of rules, etc., will not be tolerated. Individual behavior during a band function is a reflection of the group.

Digital Citizenship and Social Media Policy

Maintaining a higher standard of conduct will also include ensuring that Booster member social media accounts are appropriate. The internet is a worldwide, publicly accessible form of communication.

- Any communication such as Instagram, Snapchat, Facebook, photo sharing, emailing, or texting, etc., appearing on the internet is public domain, even if it is marked private. Booster members are responsible for their personal accounts and postings, as well as any posting they do from or on other accounts.
- The areas where appropriateness will be considered include but are not limited to profane, foul, or disrespectful language (abbreviated or alluding to), pictures, that could be interpreted as being negative or threatening toward CSISD teaching staff or Booster members.

Bullying

Bullying is when a person or group engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district.

These behaviors are, but are not limited to:

- Physical: hitting, kicking, grabbing, spitting
- Verbal: name calling, racist remarks, put-downs, extortion Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions
- Written: expressing threats through email, notes, graffiti, or social media of any kind
- Coercion: forcing other students into acts against their wishes

In the CSCBB we treat each other with respect and we care for our fellow Boosters.