



Booster Club Guidelines

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I. Role of the Waxahachie Band Booster Club

Be they music, fine arts, academic or athletic, booster clubs should exist to enrich students' involvement in extracurricular activities without endangering their eligibility.

UIL

Role of the Waxahachie Band Booster Club

The Booster Club shall organize and function in a way consistent with the district's philosophy and objectives, within adopted Board policies, and in accordance with UIL regulations as applicable.

The Booster Club shall:

1. Be voluntary and provide unified support for band activities.
2. Encourage involvement by all parents of students participating in the supported activities.
3. Use school facilities only with prior approval of the principal and Maintenance & Operations Dept.
4. Obtain approval from the district for all fundraising activities.
5. Pay all taxes and other debts incurred by the organization. (State sales tax and series 990 form to the IRS)
6. Comply with administrative regulations and Board policies when donating money or gifts to the district.
7. Comply with UIL guidelines, district policies, and Federal and state tax laws.
8. Obtain tax-exempt status 501(c)(3).
9. Obtain an Employee Identification Number (EIN).
10. Must have bylaws that address all the topics listed in the UIL Guidelines (found in Resources), if applicable.
11. Follow all trademarking and advertising guidelines.

The Booster Club shall not:

1. Be involved in the decision or policy-making activities for the band.
2. Give a sponsor or director a gift or cash in excess of the limits imposed by the UIL guidelines (\$500) from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities.
3. Give a member any gift without the approval of the club membership.
4. Direct, employ, contract, supplement or in any way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for the student activity without prior approval from the directors and campus principal.

5. Sign contracts or pay expenses directly from the Booster Club account for any arrangements for student travel associated with the organization. (Booster groups/individuals may donate money/merchandise to the school with prior approval from the administration). (Ex. Charter buses)
6. Use the District tax identification number as the Booster Club identification number.
7. Use the District sales permit numbers as the Booster Club sales permit number.
8. Give cash to any school employee to use at his or her discretion.
9. Attempt to influence the sponsor, principal, or other administrator's decisions or be a lobbying group concerning matters which are duties assigned to the district personnel, such as trips, staffing, and schedules.

II. Constitution & Bylaws

Article I – Name

Article II – Objectives

Article III – Membership

Article IV – Election of Officers

Article V – Duties of Officers

Article VI – Board and Committees

Article VII – Meetings

Article VIII – Finances

Article IX – Fundraising

Article X – Governing Rules

Article XI – Amendments

Article XII – Code of Conduct

CONSTITUTION AND BYLAWS WAXAHACHIE BAND BOOSTER CLUB

(Adopted as amended for 2022-2023)

ARTICLE I – NAME

The name of the organization shall be “Waxahachie Band Booster Club.”

ARTICLE II – OBJECTIVES

1. To arouse and maintain the interest of students, parents, and the community of Waxahachie in all phases of Band and Instrumental Music.
2. To lend all support wherever and whenever possible to the Band Directors, Band, and Band programs in general, and to cooperate with the Band Directors and the School Administration in any and all phases of Band activities.
3. To enter into and carry on money-making projects necessary to support the financial needs of the Band and Band programs. The club will operate as a non-profit organization.

ARTICLE III – MEMBERSHIP

Membership in this organization shall be open to parents and/or guardians of students in the Waxahachie Bands and any other interested persons. All members must submit and pass WISD Partners-In-Education (PIE) background checks to be considered active.

ARTICLE IV – ELECTION OF OFFICERS

1. The Executive Team will be made up of all voting and non-voting members.
2. The voting officers of this organization shall be known as the “Executive Board” and will be as follows:
 - President
 - Vice President
 - Treasurer
 - Director of Volunteers
 - Director of Concessions
 - Director of Fundraising
 - Director of Special Projects
 - Director of Communications
 - Director of Uniforms
 - Director of Logistics
 - Director of Props
 - Director of Chaperones

Director of Guard

3. The non-voting officers of the organization shall be as follows:
 - Representative of Coleman
 - Representative of Howard
 - Representative of Finley
 - Band Directors
4. A Nominating Committee (see Article VI) shall nominate at least one eligible member of each elected position for the following term and present the name to the April general membership meeting. Third party nominations from the floor may be accepted at the time and will cease one (1) week before votes at the May general membership meeting. Only persons who have signified their interest and consent to serve, if elected, shall be nominated.
5. Eligibility for election: Only active members in good standing shall be permitted to hold office. An active member is one with a current PIE form on file. To be in good standing, the member must not have previously violated the Code of Ethics (see Article XII). No officer shall be permitted to hold more than one office at the same time. Only one household family member may be an elected officer on the board at any given time.
6. Officers shall be elected by secret written ballot annually at the May general membership meeting if more than one nominee is running for the same office. If there is only one nominee for an office, the election for that office may be by voice vote. If a secret written ballot is required, the President shall select two (2) individuals from the general membership to tally the secret ballot votes
7. Installation of officers shall be held at the May meeting (or the last meeting for the current school year) of the general membership
8. A person shall not be eligible to serve more than two (2) consecutive terms (a term being a school year) in the same office, with the exception of the Director of Concessions. A term may be extended for an additional year under the discretion of the Executive Board.
9. Voting officers shall attend meetings of the Executive Team and general membership as outlined in Article VII. Any officer who is absent for more than two (2) consecutive meetings of the Executive Team and/or general membership, without notification to the President, shall be considered to have vacated their position. The President will work with board member(s) to remedy the situation and begin the removal process (see Article XII).
10. Vacancies created by the resignation of a director (see Article XII) or unfilled at the May general meeting, except that of the President, may be filled for the remaining year by approval of a majority of a quorum of the board. If there is a vacancy in the office of the President, the Vice President shall assume the office for the remainder of the term.

ARTICLE V – DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Executive Team and general membership, appoint all Committee chairperson(s) with approval of the Executive Board, and serve as a non-voting ex-officio member of all committees, standing or otherwise, with the exception of the Nominating Committee.
2. The Vice President shall, in the absence of the President, assume all duties and responsibilities of the President. The Vice President shall serve as a non-voting ex-officio member of all committees, standing or otherwise, with the exception of the Nominating Committee.
3. The Treasurer shall be responsible for receiving and disbursing funds for the organization, for paying all bills in a timely manner, for maintaining appropriate records of all transactions, checking P O Box weekly, and for reporting the current financial condition to all meetings of the general membership and Executive Team. This position may appoint a Financial Secretary to assist with duties. The Treasurer shall receive, record, and distribute any or all fundraising funds throughout the year.
4. The Director of Volunteers shall oversee the staffing for all activities or committees that require volunteers, with the exception of Chaperones. The Director shall supply all documentation (sign in/sign out binders) at all concession stands to ensure proper monetary credits. This Director may create a committee to assist with any or all duties of this office.
5. The Director of Concessions shall be responsible for purchasing stock for all concession stands, managing the concession facilities, and supervising the managers of each concession stand. The Director will also work with the district on any and all repairs to concession stands and support equipment. This Director may create a committee to assist with any or all duties of this office.
6. The Director of Fundraising shall serve as a chairperson of all club-sponsored events that raise funds for the boosters, which includes, but is not limited to, fundraisers, Cowboys raffle, spirit nights, Jazz Cafe, and/or any other fundraising events or programs. The Director will work with the Director of Special Projects to organize all events including, but not limited to, the Jazz Cafe. This Director will work closely with the Director of Communications to advertise for any/all events and sponsors. This Director shall be responsible for managing the placement of the band student posters throughout the city of Waxahachie business' windows during the Fall marching season. The Director must create and maintain an up-to-date sponsor list for proper advertising in programs and/or events. This Director may create a committee to assist with any or all duties of this office.
7. The Director of Special Projects shall serve as the organizer of all club-sponsored special projects and/or activities, with the exception of those specified elsewhere, to provide meals and/or snacks. This Director will organize and provide supplies and food for all special projects and/or activities, such as Ice Cream Social, UIL/Area week activities, and contest food. This Director will also work with the Director of Fundraising on all band activities including, but not limited to, the Jazz Cafe. This Director will serve as the organizer of the year-end banquet. This Director may create a committee to assist with any or all duties of this office.

8. The Director of Communications shall record the proceedings of all meetings of the general membership and of the Executive Team, type minutes of meetings, print and pass out at the next general and Executive Team meeting, and have the approved general meetings minutes posted on the band website. The approved minutes from the Executive Board meetings shall be securely kept and available to elected officers upon request. This Director will also attend to matters of general correspondence, be responsible for all communications of the boosters, as well as promoting/advertising all club-sponsored events and band activities. This Director will work closely with all committees and Directors to promote band performances and fundraisers, ensuring the community is kept informed through newspaper, magazine, radio, chamber of commerce, online calendars, social media, and/or any other avenues required.
9. The Director of Uniforms shall be responsible for maintenance, distribution, and tracking of all high school marching and concert uniforms. This Director must be available to work registration and be continuously proactive in uniform care and maintenance throughout the school year. This Director may create a committee to assist with any or all duties in this office. This Committee will serve as uniform inspectors on a weekly basis, particularly during marching season to actively identify and correct uniform issues
10. The Director of Logistics shall be responsible for handling the packing, loading, and transportation of booster equipment, coolers and/or any other equipment, away game food such as “bandwiches”, required by the band. This Director or a member of the committee should be able to get off early on Fridays for away games, be available for Saturday competitions, and have good navigation skills. This Director shall also work with the Director of Special Projects as needed. This Director may create a committee to assist with any or all duties of this office.
11. The Director of Props shall work closely with the band directors and prop designers to ensure all props are completed. They will also be required to load/unload props at games, contests, and rehearsals. This Director may create a committee to assist with any or all duties of this office. This Director will work closely with the Director of Volunteers and the Director of Logistics to ensure all needs for games, contests, and rehearsals are met. This Director must be available for all games, contests, etc. where props will be needed.
12. The Director of Chaperones will recruit and train new chaperones on procedures. This Director will assign chaperones for games, contests, and any other event where chaperones are required. This Director will work closely with the band directors on needs for the band activities. This Director will create and maintain a system that allows chaperones to keep records of student attendance. This Director will work with band directors with student ineligibility or absences to adjust/amend attendance before each event. This Director will assign chaperones to help with various tasks such as uniforms, props, meals, etc. This Director will ride the bus to/from all activities to monitor students and their safety. This Director may create a committee to assist with any or all duties of this office.
13. The Director of Guard shall be responsible for assisting color guard members during the marching and winter season, communicate with the Executive Team on any needs or concerns for the guard, help the color guard during band registration and uniform fittings,

coordinate the cleaning of uniforms and assist the Treasurer in collecting guard fees. This Director will organize the yearly winter guard competition held at WHS, if applicable. This Director may create a committee to assist with any or all duties of this office.

14. The Representatives for Junior High Schools shall be appointed by the respective junior high band directors. There shall be one representative for each junior high. They shall collect all monies from their assigned campus weekly and deliver them to the Treasurer for processing. No money shall be handled by band directors or school staff. All receipts for monies, except instrument rentals, shall be prepared and sent by the Treasurer after payments are received and processed.

ARTICLE VI – BOARD AND COMMITTEES

The following committees shall be established for the purposes outlined:

1. Executive Team: shall herein be referred to as the “Team”. Composed of voting members and non-voting members of the elected officers outlined in Article IV. The Band Directors and Representatives for Junior High Schools shall serve as non-voting members of the Team. The Executive Team shall:
 - Transact business as may be referred to it by the club.
 - Create standing and special committees.
 - Supervise the plans and work of all Directors and committees.
 - Provide for an annual audit of financial records as provided by Article VIII.
 - Formulate a detailed budget to provide for the anticipated needs of the band program for the following year.
 - Recommend the annual fundraising projects required to fund the budget.
 - Present the detailed budget and supporting funding plan to the general membership at the May general meeting.
 - Participate in all meetings congruent to Article VII and remain active members of the organization.
2. Nominating Committee: The nominating committee is formed in the spring of each year and composed of up to four (4) Booster Club members and the Band Directors, excluding current Executive Board members. The purpose of the committee is to recommend various members of the booster club for office in the coming school year. The nominating committee is charged with soliciting recommendations for officer positions within the organization. The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The Committee shall elect its own chairperson to present nominees at the April general meeting.
3. Special Committees: Special committees are created for a specific purpose and voted upon by the membership. The committee is automatically dissolved as soon as that purpose is

accomplished and the committee report is made. Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to reappoint members of the committee for the following year until the purpose of the committee has been achieved. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies.

ARTICLE VII – MEETINGS

1. The general membership shall meet bi-monthly during the school year, on the first (1st) Monday or Tuesday (meeting date will be set by the President) of the month starting in August. Rescheduled meetings shall be announced one (1) week before being held, aside from unforeseen circumstances. The members present shall constitute a quorum. Any actions taken at the meeting should be documented in the minutes and is subject to review and possible revocation by the director or principal.
2. The Executive Team shall meet monthly during the school year, on the first (1st) Monday or Tuesday of the month (meeting date will be set by the President). If another meeting is necessary before the next scheduled Executive Meeting, a minimum of twenty-four (24) hour notice must be provided prior to holding a meeting. A majority of the voting members and a nonvoting band director must be present to constitute a quorum.

ARTICLE VIII – FINANCES

1. A checking account shall be maintained in a bank in Waxahachie under the name “Waxahachie Band Boosters”, with the club's Treasurer having primary responsibility for depositing funds, writing checks, and reconciling bank statements. Authorized signatures on all bank accounts maintained under the name “Waxahachie Band Boosters” shall be the Treasurer, President, Vice President, and Director of Concession. Other members may receive a debit card if their elected office requires it, with a majority vote of the Executive Board.
2. A savings account, certificate of deposit, or other interest-bearing accounts may be utilized to earn interest on accumulated funds during the year. Such deposits will be approved by the Executive Board upon the recommendation of the Treasurer.
3. The budget, as approved by the general membership, shall govern all expenditures of funds. Funds for budget line items may be expended without further approval, providing the expenditure is within the amount allocated for the items. Items not budgeted must be approved by the general membership at its regular meeting upon the recommendation of the Treasurer or the Executive Board. Miscellaneous items exceeding one hundred dollars (\$100.00) must be approved by the Executive Board before purchase or commitment, unless Executive Board approved monetary difference. Approval of any such miscellaneous or emergency expenditure may be obtained by telephone, email, or text correspondence with the President, Vice President, and Treasurer.

4. At least two (2) persons shall count cash receipts and sign all cash documentation prior to cash being deposited. All cash forms will either be deposited with funds or left in the safe for the Treasurer. Procedures shall be set by the Board with the recommendation of the Treasurer, and every precaution should be taken to provide for the protection of individuals handling cash funds (both physically and from an accusation of misappropriation).
5. The outgoing Executive Board, before leaving office, shall provide for a review of financial accounts by an individual(s) not having check-signing authority. All financial documents and a copy of the review should be provided to the incoming Treasurer within thirty (30) days after taking office. The fiscal year for the Waxahachie Band Boosters shall begin on June 1 and end on May 31 of the following year. The proposed budget will be presented at the April general meeting and voted on at the May general meeting.
6. In the event the Waxahachie Band Booster Club dissolves, all equipment and properties acquired and designed for use in the Waxahachie Band Program shall become the property of the Waxahachie Independent School District. In addition, all monies remaining after all outstanding debts are paid shall be placed in the "Band Activity Account of the Waxahachie Independent School District."
7. No refunds will be given to a participant unable to attend an activity for which he/she has paid in advance, unless the band receives a refund from the travel agency or event planner.
8. All Junior High funds will be picked up weekly by the Representatives assigned to each campus and delivered to the Treasurer. No money will be opened and/or counted by band directors or representatives. All receipts for payments, excluding instrument rentals, will be processed by the Treasurer.

ARTICLE IX – FUNDRAISING

Fundraising activities of the Waxahachie Band Booster Club shall support the educational goals of the bands and District. It shall fall into two major categories.

1. Concession Stands: The Director of Concessions shall retain, organize, and maintain any concession-typed events throughout the City of Waxahachie to raise funds for the booster general fund. The club shall operate concession stands at Lumpkins Stadium and Midkiff Field (WHS). The Director of Concessions shall provide appropriate guidance in the operation of these activities.
2. General Fundraising: Other fundraising projects which are recommended with the budget presentation will be voted upon by the general membership at the final spring meeting. Members are encouraged to bring fundraising ideas to any Executive Team Member at any time. Non-budgeted fundraising projects may be approved by the Executive Board when deemed appropriate. The Director of Fundraising shall coordinate and supervise all such additional projects in accordance with District policies.

District procedure requires the following:

1. At least 30 days' notice for all fundraising activities that are to occur on campus, utilizing or benefiting WISD students, or involving booster club/PTO organizations through the fundraising application.
2. Compliance with the record-keeping rules stated in the Waxahachie ISD Booster Clubs and PTO Guidelines book.
3. All funds earned through either fundraisers or donations belong to the individual Booster Club and must be deposited into the bank account. Monies are raised for a specific purpose and should be expended that way. These monies are public dollars and the penalty for abuse is much greater than the private sector.
4. For the safety of WISD students, no door-to-door sales are allowed.

The following are some important reminders from the University Interscholastic League (UIL) to keep in mind whether the fundraising activities are performed by students or booster clubs:

1. Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.
2. Fundraising projects are subject to state law. The non-profit status may be obtained from the IRS.
3. Sales campaigns should be planned carefully to ensure that the projects provide a dollar value for items sold and that most of the money raised stays at home.

ARTICLE X – GOVERNING RULES

1. Robert's Rules of Order shall govern this body in all sessions except as provided herein.
2. The UIL Handbook for Booster Clubs shall also be used as an operating guide.

ARTICLE XI – AMENDMENTS

1. Upon a majority vote of the general membership present and voting, or a two-thirds ($\frac{2}{3}$) vote of the Executive Board, a special committee may be appointed to recommend revised bylaws to replace existing bylaws.
2. Such bylaws shall be reviewed and approved by the Executive Board before being presented to the general membership.
3. Amendments to these Bylaws must be approved at a regular meeting of the general membership by a two-thirds ($\frac{2}{3}$) majority of those present and voting, provided that notice of such amendment shall be published to the members at least (30) days prior to the vote.

ARTICLE XII – CODE OF CONDUCT

PREAMBLE

The Waxahachie Band Booster Club asserts that its members play a vital role in ensuring the continuation of booster club supported extracurricular programs and as such is responsible for ensuring that it conforms to the highest standards of business practice and organizational support.

The Waxahachie Band Booster Club further endorses that the Code of Ethics was established to help define acceptable booster club behaviors; to help promote high standards of practice; to provide a benchmark for booster club officers and members to use for self-evaluation and to establish a framework for professional behavior and responsibility.

THE BOOSTER CLUB CODE OF ETHICS

In accordance with the ideals set forth in the Preamble, the Waxahachie Band Booster Club herewith sets forth the following as the Booster Club Code of Ethics, and states that violation of any provision hereof by a member may constitute grounds for suspension of membership or expulsion from the club, the following Code of Ethics are in effect:

It is the duty of all concerned with booster club-supported extracurricular programs to:

1. Keep in mind that as a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I place my efforts. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to achieve.
2. Remember that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to those for whom it is done, and to the public.
3. Cultivate an awareness that participation in extracurricular activities is part of the total education experience for the participants and to further recognize that the purpose of activities in school programs is to develop and promote physical, mental, moral, social, and emotional well-being of the participants.
4. Emphasize sportsmanship, ethical conduct, and fair play as they relate to the lifetime impact on participants and spectators.
5. Demonstrate leadership, teamwork, and commitment to the participants through my actions in working with fellow volunteers.
6. Work within the framework and purpose of my organization as defined by my organization's bylaws.
7. Strive to create a productive organization that supports the needs of our participants.
8. Create a productive and positive working environment with WISD staff, board members, fellow volunteers, vendors, and general public.
9. Develop an awareness and understanding of the rules and guidelines governing competition, the school and/or the extracurricular program, and comply with them in all activities.

10. Refrain from making disparaging remarks to officials, WISD staff, board members, participants, or spectators and to exemplify self-control and accept adverse decisions without public display of emotion.
11. To treat everyone with acceptance and respect, value individual and cultural differences, and show care and concern for others.
12. To hold ourselves accountable to the highest standards for honesty, truthfulness, and public service.
13. To provide an open and inviting environment for all.
14. To attend and participate in all Executive Team meetings and general membership meetings. Any officer who is absent for more than two (2) consecutive meetings of the Executive Team and/or general membership, without notification to the President, shall be considered to have vacated their position. The President will work with board member(s) to remedy the situation and begin the removal process.

ETHICAL LEADERSHIP

Band Booster volunteers are expected to exhibit individual leadership as role models for maintaining the highest standards of ethical conduct.

1. Be ethical; act ethically in all professional interactions.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the organization.

USE OF INFORMATION/PERSONAL IDENTITY INFORMATION PROTECTION

Band Booster volunteers must consider and protect the rights of individuals, especially in the acquisition and dissemination of information.

1. The organization will only access personal information as it pertains to our leadership role. The organization will not use any personal information for personal interest or curiosity. The organization will also keep confidential any information learned about a student, family, staff, or other members.
2. The organization will protect the privacy of student and parent communications, databases, emails, or other information; the exception to this would be if a student is in imminent danger.
3. The organization will not discuss or share student, parent, guardian, director, or other booster club volunteer personal identity information (birth date, social security, driver's

license, school ID, grades, etc.) with anyone unauthorized. When in doubt, ask a director for clarification.

4. The organization will not gossip about students, parents, volunteers, board members, directors, vendors, etc. in public, on social media, or in private correspondence.

CONFLICT OF INTEREST

As boosters, we must maintain a high level of trust with our members. We must protect the interest of the band as well as our members' integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

For purposes of this provision, the term "interest" shall include personal interest, interest as director, officer, member, manager, and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization.

No director or officer of the organization shall be disqualified from holding any office in the organization by reason of any interest in any concern. A director or officer of the organization shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate. No transaction of the organization shall be voidable by reason of the fact that any director or officer of the organization has an interest in the concern with which such transaction is entered into, provided:

1. The interest of such officer or director is fully disclosed to the Executive Team.
2. Such transaction is duly approved by the Executive Team not so interested or connected as being in the best interests of the organization.
3. Payments to the interested officer or director are reasonable and do not exceed fair market value.
4. At least two (2) competing quotes will be received to verify fair market value.
5. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

VOLUNTEER TIME FOR "NON-PROFIT"

1. Our organization has no paid staff, except for our bookkeeper and CPA. We are run entirely by volunteers.
2. Volunteers should not receive compensation for their service (receiving it can turn them into employees). Due to its primary duty of revenue generation, concession credit is granted at the discretion of the Executive Board each calendar year, based on annual revenues and budget.

3. Volunteer time has value - but volunteers cannot deduct their time on their personal income taxes or fees/dues owed to the organization. The only credits that can deduct fees/dues owed to the organization are concession credits.

REMOVAL OF BOARD MEMBER

All attempts to resolve any conflicts with a Board member, elected or otherwise, will be attempted before the removal process is used. Removal of a board member is a serious process that must only occur if such board member violates the Code of Ethics listed above. The Executive Board will proceed with the following steps to remove a board member.

1. **Personal Intervention** – Any complaint against a board member, elected or general, will be brought to the President to address. The President and another Executive Board member unrelated to the complaint will have a two-on-one intervention with the accused member as a less formal solution to managing issues with board members. The conversation must occur in person or over the phone if an in-person meeting cannot occur; the President can request a resignation.
2. **Written Warning** – Once a personal intervention is made, if the board member continues the same behaviors which violate any portion of the Code of Ethics listed above, the President will send a written warning to said board member outlining the complaints. An emergency Executive Board meeting of only voting members will be called no sooner than 7 days and no later than 14 days from the time of the Written Warning during which time an investigation will be launched into the situation by the President.
3. **Investigation** – The accused board member will be allowed to present their case before the Executive Board at the emergency meeting. The Executive Board anonymously votes to determine if the complaints violate any portion of the Code of Ethics listed above by a two-thirds ($\frac{2}{3}$) majority of those present and voting. If found to not violate any portion of the Code of Ethics, no further actions will be taken, and the complaint cannot be used against the accused member in the future. If found to violate any portion of the Code of Ethics, the board member will be suspended pending a vote for removal at a general meeting; the President can request a resignation.
4. **Impeachment** – After the Executive Board decision, if the board member was found to have violated any part of the Code of Ethics listed above, the Executive Board will present an anonymous vote to the general membership for the immediate removal of said board member. A two-thirds ($\frac{2}{3}$) majority vote of the voting body is required to remove said board member from the Executive Board. A letter of impeachment, from the President, will be sent to said board member documenting the vote and their dismissal.

In the event of Impeachment: Any Executive Board member impeached from a position may not be eligible for election to any position on the board until the April nomination season following two (2) years after the date of impeachment. A spouse or household member may not be eligible for election onto the board as a replacement for the remainder of the term.

III. Additional Guidelines

As per the UIL Booster Club Guidelines

Music Boosters

Other Requirements

As per the UIL Booster Club Guidelines:

Music Boosters

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

- Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.
- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480(f) of the *UIL Constitution and Contest Rules*. Students receiving the benefit of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), *UIL Constitution and Contest Rules*. In order to protect all music students' eligibility, such awards should be approved and administered by the local school district in accordance with school district policies.

Other Requirements

PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

IV. Resources

Example Bylaws

Waxahachie ISD Business Office Handbook 21-22

Waxahachie ISD Procedures and Responsibilities for Fund-Raising Activities

UIL Booster Club Guidelines