

## **BYLAWS OF THE YELLOWJACKET BAND FANS**

### **ARTICLE I-DEFINITIONS**

The following terms shall have the assigned meanings throughout the bylaws:

- 1.1 "Band Fans" shall mean and refer to the "Stephenville Band Fans Members."
- 1.2 "Band" shall mean and refer to any group assembled by the Band director either as a class or school-sponsored activity including the Band and Guard students.
- 1.3 "Board Meetings" shall mean and refer to any official gathering of the members of the board to conduct the business of the Band Fans.
- 1.4 'Officers' means and refers to the President, Vice President, Secretary, and Treasurer.
- 1.5 The Chairs of Committees" means and refers to the Fundraising Chair, Membership Chair, Hospitality Chair, Spirit Chair, Volunteer Chair, and Uniform Coordinator.
- 1.6 The "Representatives" means and refers to the Guard Representative, Jazz Representative, Junior High Representative, Gilbert Representative, Percussion Representative, and Media Representative. These representatives will be limited to one person per position.
- 1.7 The "Board Members" means and refers to Board, Chairs of Committees, and Representatives.
- 1.8 "Directors" shall mean and refer to the Band Directors, Guard Directors, Technicians, and SISD Staff.
- 1.9 "Volunteers" shall mean and refer to any adult approved by the Band Fans Officer and advocates that are acting on behalf of the Band Fans for the benefit of the Band students.

### **ARTICLE II - NAME**

2.1 The name of the Club shall be Yellow Jacket Band Fans Inc. Alternate names will include "SHS Band Fans", "HJH Band Fans", "Gilbert Band Fans", "SISD Band Fans", "Yellow Jacket Band Fans (YJBF)", and "Stephenville Band Fans".

### **ARTICLE III – PRINCIPAL MAILING ADDRESS**

3.1 The mailing address for the Band Fans will be: PO BOX 1034, Stephenville TX, 76401.

3.2 It shall be the responsibility of the Vice President and/or Treasurer to retrieve items from the post office box one week before band fans meeting and distribute correspondence to the appropriate Board member within five business days.

#### **ARTICLE IV - OBJECTIVES**

4.1 The Band Fans is an independent organization, organized to support the Bands of Stephenville ISD to include Gilbert, Henderson and Stephenville HS in Stephenville, Texas, USA, and dedicated to

- a. Provide a positive environment for the Band's educational and artistic growth; scholarship and development funds for the Board and Band (i.e. Drum Major camp fees, private lessons, etc.) as determined and approved by the Board;
- b. Promote and recognize the Band's accomplishments; and promote a closer relationship between parents, students, and staff in an atmosphere of mutual cooperation, support, and respect.
- c. To encourage a high level of achievement for the Band.
- d. Coordinate logistic and volunteer support for the band program.

4.2 Activities of the Band Fans shall not conflict with University Interscholastic League rules.

#### **ARTICLE V- METHODS**

5.1 The Band Fans shall strive to achieve the objectives of the Band by assisting in logistics and providing support through projects and contributions by its members.

5.2 The organization shall be noncommercial, nonsectarian, and nonpartisan.

5.3 The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

#### **ARTICLE VI – MEMBERSHIP**

6.1 Members:

a. Individuals and Businesses may become members of the Band Fans upon submission of the appropriate forms and the payment of membership dues. Members are expected to

support the objectives of the Band Fans and follow all Code of Ethics and Conduct (APPENDIX B).

b. The Directors shall be considered non-voting Members without the required payment of any membership fee. The Directors will ensure that activities are conducted in accordance with Stephenville ISD policies and shall encourage attendance at Band Fan meetings and events. The Directors shall recommend desirable projects and activities to be pursued by the Band Fans. All items to be voted on via meetings must be added one week prior to the agenda. If not added in the time frame all items will be tabled until the following month's meeting. All items must be voted on.

6.2 Participation: Members are encouraged to participate in volunteer activities.

6.3 Term & Dues: Annual membership dues will be for the school year commencing June 1st and ending on May 31st of the following year. A member is considered to be in good standing upon payment of annual dues and submittal of Membership Form (APPENDIX A).

6.4 Termination: Band Fans Officers have the right to terminate membership for any reason at any time. A 2/3 vote of all members in attendance, with a quorum present, may also terminate membership for any reason at any time.

6.5 Transfer: Membership in Band Fans is not transferable or assignable.

## **ARTICLE VII - GENERAL MEETINGS OF MEMBERSHIP**

7.1 Quorum: There must be 2/3 of the Board members in attendance for a quorum to exist.

7.2 Board Meetings: All board meetings are open to all members and conducted as a general meeting in lieu of separate board and general membership meetings. Board meetings: for the board and are separate from general meetings. General meetings are for all members who are not board members. Not limited to but can include family members, friends, and community.

7.3 Special Meetings:

a. Special meetings may be called by the President.

b. A majority of the Board or not less than one tenth of the Membership must be present to Conduct business.

c. Special meetings can be conducted electronically via email notification.

d. These meetings should be limited in their use and reserved for items that require time-sensitive decisions.

e. In case of a special meeting or when required by statute or these bylaws, the purpose for which the meeting is called will be stated in the notice.

f. The seven-day notice may be waived for special meetings in time critical situations, but as much advance notice as possible should be given. Time sensitivity does not include improper planning.

#### 7.4 Notice of General Meeting:

a. Written, printed, or verbal notice stating the place, day, and hour of any meeting of members will be distributed, either personally or by electronic media, to each member properly enrolled in the electronic notification system. All paid members who requested to be notified of voting will be notified via email within 48 hours of such.

b. The notice will be provided not less than 7 days before the date of such meeting, by or at the direction of the President, Board member, or persons calling the meeting.

#### 7.5 Budget:

An operating budget for the following year, will be prepared and proposed by the Band Fans Officers and will be made available to the Membership at the first meeting of the year upon paying dues.

b. No part of the net earnings of the Band Fans shall be used for the benefit of or be distributed to its board members, membership, or other private persons except that the Band Fans is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes of the Band Fans.

## **ARTICLE VIII - BOARD**

#### 8.1 Band Board:

a. The duty of the band board is to find the best candidate for each board position.

b. The committee will be formed at the February General Meeting and must have at least one board member and no less than two other members, whom may also be board members, in good standing.

c. The committee may also include the Director of Bands and/or any other Advocate appointed by the Director of Bands as an advisor.

d. A member of the Committee may be nominated for an officer position, committee chair position, or representative position.

- e. A list of Band parents from all campuses will be made available to the nominating committee by the Vice President and/or Membership Chair.
- f. Any member terminated by the Band Fans Officers shall not be eligible for selection by the nominating committee.
- g. A member of the committee must receive the consent of the nominee for the nomination before nominating the individual.
- h. The report of the nominating committee will be made at the March General Meeting.
- i. The election of officers will take place at the April General Meeting.
- j. Nominations from the floor must be allowed for elected Officers. The nominee must be present and in good standing to accept the nomination.
- k. If there is more than one candidate for the same office, a simple majority vote of those in attendance will decide the election.
- 1. The list of committee chairs and representatives will be approved at the same meeting by majority vote.

#### 8.2 Board Qualifications:

- a. No two Officers may reside in the same household, nor shall they be guardians of the same band student.
- b. No person may assume the same office just vacated by a member of their household or a person who has shared guardianship over the same band student.
- c. Board members must be members of the Band Fans for the year of service by acquiring a level of membership.
- D. Board members must have a current band student in 6-12th grade SISD band.

8.3 Officer Terms: The term for Officers shall be two one year, with no more than two (2) consecutive terms served.

#### 8.4 Term:

- a. The term of board members will be from June 1 through May 31 of each calendar year.
- b. The incoming board members shall serve as an understudy to the outgoing board members from the April General Meeting until May 31. A notebook or binder of all notes must be passed on to the successor by June 30th.
- c. The outgoing board members shall review the location and inventory of any necessary supplies with the incoming board members.

d. The outgoing board members cease to have any authority to act on behalf of the Band Fans after May 31, unless re-elected for the next term.

8.5 Removal: Any board member may be removed by three-fourths of the board members whenever in their judgment the best interests of the Band Fans would be served.

8.6 Vacancies:

a. A vacancy in any board member position because of death, resignation, disqualification or otherwise, may be temporarily filled with an appointment approved by a majority vote of the board members for the unexpired portion of the term.

b. The unexpired portion of the term will not count towards the two (2) year limitation for Officers.

c. In the event that the President position becomes vacant, the Vice President will immediately assume the duties of President and the Vice President position will be temporarily filled by a majority vote of the board members for the unexpired portion of the term.

**8.7 President:**

a. Be the principal executive officer of the Band Fans and shall, in general, facilitate, coordinate, and monitor all of the business and affairs of the Band Fans.

b. Establish a regular monthly Board Meeting schedule and adhere to that schedule as much as possible.

c. Preside over all Board Meetings as well as comply with all UIL booster guidelines.

d. Be able to sign, with the Secretary and any other Officer authorized by the board members, contracts or other instruments which the board members have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to another board member by these Bylaws.

e. Be informed about the actions and conduct of other board members and committees and serves as an ex-officio of any and all committees.

**8.8 Vice President - Information and Communications Officer:**

a. Perform the duties of the President in the absence of the President or in the event of his or her inability or refusal to act, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

b. Serve as the information and communications officer.

c. Ensure a report of activities performed is provided at each Board Meeting.

- i. The report may be provided in person, via electronic communication, or by a stand-in when the Vice President is absent.
- ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.
- d. Comply with all UIL booster guidelines.

### **8.9 Secretary:**

- a. Keep order in the meetings, advise the President on the conduct of Board Meetings and ensure that the meetings abide by Robert's Rules of Order and these bylaws.
- b. Keep the minutes of the Board Meetings.
- c. Ensure a report of activities performed is provided at each Board Meeting.
  - i. The report may be provided in person, via electronic communication, or by a stand-in when the Secretary is absent.
  - ii. Minutes from all meeting conducted for the prior month must be presented at all Board Meetings. In the event a monthly Board Meeting does not take place, then the minutes from any meeting not previously reported must be presented.
  - iii. A record of minutes will be provided and distributed to all current members no later than 10 days after a meeting is held; and will be made public after minutes are approved at the next regularly scheduled meeting.
  - iiii. Board Secretary will be responsible for sending out mass communications as directed by any board member or staff via the electronic communication system.
- d. Secure publicity for the Band and Band Fans in all mass media, including but not limited to; newspaper, radio, flyers, and social media.
- e. Comply with all UIL booster guidelines.

### **8.10 Treasurer:**

- a. Have charge and custody of and be responsible for all funds and securities of the Band Fans
- b. Receive and give receipts for monies due and payable to the Band Fans from any source whatsoever, and deposit all such moneys in the name of the Band Fans in such banks, trust companies, or other depositories as shall be selected in accordance with these bylaws. All receipts must be provided within 7 business days.
- c. Have rights to perform, in general, all the duties incident to the office of Treasurer,

including the disbursement of funds.

d. Be authorized to sign checks for any expenses covered under the approved budget. Ensure a report of activities performed is provided at each Board Meeting.

i. The report may be provided in person, via electronic communication, or by a stand-in when the Treasurer is absent.

ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.

iii. Statement will include monthly statement of charges per line items. As well as list any income.

e. Comply with all UIL booster guidelines.

f. Be custodian of the corporate records of the Band Fans.

## **ARTICLE IX - COMMITTEES AND REPRESENTATIVES**

### 9.1 Committees:

a. Committees not otherwise designated in these bylaws may be formed by motion and vote at a meeting.

b. Members of each such committee shall be members in good standing of the Band Fans and approved by majority vote.

c. Any members thereof may be removed by a three-fourths vote of the other approved committee members whenever, in their judgment, the best interests of the Band Fans shall be served by such removal.

9.2 Term of Office: Each member of a committee shall continue as such until the next annual meeting of the members of the Band Fans and until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease as a member of the Band Fans.

9.3 Chairperson: Unless otherwise specified in these bylaws, the approved committee members shall elect one member to serve as the committee chairperson.

9.4 Vacancies: Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

9.5 Quorum: Unless otherwise provided in the resolution of the Board members designating a committee, a majority of the whole committee shall constitute a quorum and any action taken at a meeting at which a quorum is present shall be the act of the committee. As noted above quorum is  $\frac{2}{3}$  votes.

9.6 Rules: Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board members.

### **9.7 Fundraising Chair:**

- a. Oversee all fundraiser activities and events as approved by the board and staff as necessary.
- b. Solicit donations of goods whenever possible.
- c. Coordinate with the Volunteer Chairperson to acquire volunteers to help with events.
- d. Ensure a report of activities performed is provided at each Board Meeting.
  - i. The report may be provided in person, via electronic communication, or by a stand-in when the chairperson is absent.
  - ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.
- e. Comply with all UIL booster guidelines.

### **9.8 Membership Chair:**

- a. Evaluate and recommend changes to membership forms and dues on a yearly basis.
- b. Provide recommendations for membership benefits based upon membership levels.
- c. Acquire and distribute membership benefits.
- d. Coordinate the solicitation of membership from all band families.
- e. Ensure a report of activities performed is provided at each Board Meeting.
  - i. The report may be provided in person, via electronic communication, or by a stand-in when the chairperson is absent.
  - ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.
  - iii. An updated list of all members should be provided at each meeting when changes have occurred.
- f. Comply with all UIL booster guidelines.

g. Shall be in charge of updating the membership form and any changes to the membership form must be approved by the Band Fans Officers by May 31.

### **9.9 Hospitality Chair:**

a. Oversee planning for and coordinate all Band and Band Fans social events throughout the year. Such events typically include:

i. Spring Music Camp lunches.

ii. Spring Music Camp Ice Cream Social.

v. Providing meals, as necessary and requested by the Band director, prior to Competitions, at the competition location and home football games.

vi. Providing snacks and/or meals for periodic Band events at the request of the Band director.

b. Solicit donations from Band families and local businesses for food supplies.

c. Provide receipts to the Treasurer of any supplies not acquired by donation in order to receive reimbursement of expenses.

d. Ensure a report of activities performed is provided at each Board Meeting.

i. The report may be provided in person, via electronic communication, or by a stand-in when the chairperson is absent.

ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.

e. Comply with all UIL booster guidelines.

### **9.10 Spirit Chair:**

a. Plan activities and treats designed to raise the spirit of the band members.

b. Coordinate band hall decorating and send-off receptions for significant competitions.

c. Provide snack tubs for use during travel to and from all band events for which bus transportation is utilized.

d. Fall Marching Camp popsicle snack breaks.

e. Purchase and distribute gifts for senior students during the Senior Night Football game to include senior roster shirts, and band beau and sweetheart flowers/gifts.

f. Coordinate the purchase of senior, 8th grade and director gifts with the Banquet committee for the year-end Band banquet.

- g. Provide receipts to the Treasurer for any purchases in order to receive reimbursement.
- h. Ensure a report of activities performed is provided at each Board Meeting.
- i. The report may be provided in person, via electronic communication, or by a stand-in when the chairperson is absent.
- ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.
- i. Comply with all UIL booster guidelines.

### **9.11 Volunteer Chair:**

- a. Solicit volunteer chaperones for all band events requiring bus transportation.
- b. Provide the list of volunteers to the Band director for review.
- c. Coordinate all events requiring the use of parent/family member volunteers for band and/or Band Fans events with any such board member or staff requiring such assistance.
- d. Ensure a report of activities performed is provided at each Board Meeting.
- i. The report may be provided in person, via electronic communication, or by a stand-in when the chairperson is absent.
- ii. In the event that no activity has taken place during the past reporting period, then a statement of "Nothing to Report" must be provided at a minimum.
- e. Comply with all UIL booster guidelines.

### **9.12 Uniform Coordinator Chair**

#### **a. Marching Uniforms**

- i. Plan fitting schedule and layout days to include washing garment bags, sort by size for fittings, label garment bags. Plan and oversee the washing of marching uniforms at the end of contest season and as needed.
- ii. Keep an inventory and list of students who have uniforms and their assignments as well as keep an inventory of uniform parts purchased by students.
- iii. Coordinate marching uniform repairs with local company.
- b. Communicate with directors of what is on hand in inventory and what needs to be ordered. Oversee the filing and ordering of these orders to include missing/incorrect items.
- c. Schedule fittings for concert uniforms. To include organizing and cleaning uniforms.
- i. Coordinate uniform repair as needed.

- ii. Keep a list of uniform assignments
- iii. Plan and oversee concert uniform return and cleaning.
- d. Contact student officers/leadership in charge of helping with uniforms to let them know times and dates to be available to help with above jobs.
- e. Maintain the student data to include contact information and uniform assignments within the electronic notification and data processing system (e.g. PRESTO).

**9.13 Representatives:** Representatives shall communicate the needs of the specific sub-group within the band program and coordinate the Band Fans efforts in satisfying those needs. Representatives include:

- a. Guard Representative
- b. Jazz Representative
- c. Henderson Junior High Representative
- d. Gilbert Representative
- e. Percussion Representative – can be two people
- f. Media Representative – can be two people

9.14 Banquet Committee:

- a. The Banquet Committee is responsible for planning and executing the year-end Band Banquet.
- b. The committee is comprised of volunteers and lead by Junior Class Band students.
- c. The committee should coordinate with the Treasurer and the Spirit Committee Chairpersons. This committee is not subject to approval by vote.
- e. Committee members may be removed by a three-fourths vote of the committee when deemed necessary for the betterment of the Banquet planning.

9.15 Scholarship Committee:

- a. The Scholarship Committee is responsible for selecting scholarship recipients.
- b. The committee must be selected and approved in April.
- c. The following scholarships are available to senior band students: (see APPENDIX C & D for scholarship applications and requirements)
  - i. Kim Wilson Memorial Jazz Scholarship (1) \$1000

Available to a senior jazz student

ii. Jim Harwell Memorial Scholarship (2) \$1000

Available to all senior band students

d. The scholarships will be announced at the Spring Concert.

e. The committee must coordinate with the Head Band Director who is responsible for collecting scholarship applications. The Head Band Director should not provide additional information about the applicants that is not provided on the application.

f. No senior parent or any relative of a scholarship applicant may serve on the scholarship committee.

## **ARTICLE X - CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

10.1 Authorization: The Elected Officers may authorize any officer or officers, agents of the Band Fans; in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Band Fans. Such authority may be general or confined to specific instances.

10.2 Checks and Drafts:

a. All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Band Fans shall be signed by the Treasurer unless otherwise specified in these bylaws or by resolution of the Board members.

b. The President may sign items mentioned above under time-sensitive situations during which the Treasurer is unavailable.

c. Check signers cannot be the person to whom the check is written, or related to the individual to whom the check is written.

d. No signed blank check will be distributed to any person.

10.3 Deposits: All funds of the Band Fans shall be deposited in a timely manner to the credit of the Band Fans in such banks or other depositories. When a change in financial institution is proposed, a majority vote of those present during any meeting is required.

10.4 Gifts: Any Board member may accept on behalf of the Band Fans any contribution, gift, bequest or device for the general purposes or for any special purpose of the Band Fans.

10.5 Budget: No unbudgeted expenditures will be made without approval of a majority vote of the chair of committee.

10.6 Financial Responsibility:

Adopted 9/2/2025

- a. The Band Fans will make timely payments of all financial responsibilities.
- b. Any board member acting outside the statutes of these bylaws shall personally bear financial responsibility for any unauthorized encumbrances.

## **ARTICLE XI - BOOKS AND RECORDS**

### 11.1 Books and Records:

- a. Transfer of Records: All books, records, bank accounts, email accounts, and social media accounts shall be transferred to new officers and board members for the upcoming year no later than June 1. New officers and board member shall be posted to website and social media accounts by the start of the fiscal school year.
- b. The Band Fans shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its meetings.
- c. An annual reconciliation of the Band Fans' financial records will be conducted prior to the end of each fiscal year by a reconciliation committee comprised of three (3) appointed members who do not have authority to sign checks. A signed statement by the reconciliation committee must be completed and submitted to the President at least two weeks before the end of the term.

## **ARTICLE XII - FISCAL YEAR**

12.1 Fiscal Year: The fiscal year of the Band Fans shall begin on the first day of June and end on the last day of May in each year.

## **ARTICLE XIII – DISSOLUTION**

### 13.1 Dissolution:

- a. Upon the dissolution of this organization, assets shall be distributed to another Stephenville ISD Fine Arts booster club as voted upon by the membership.
- b. Any other Stephenville ISD booster club may be chosen if no Fine Arts booster club remains in existence.
- c. In the event that the ISD no longer has any booster clubs in existence, the assets shall be distributed to the ISD as allowable by law or to the local, state, or federal government.

## **ARTICLE XIV - WAIVER OF NOTICE**

14.1 Notice: Whenever any notice is required to be given under the provision of the Texas Nonprofit Corporation Act or under the provisions of the Bylaws of the Band Fans, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XV - AMENDMENTS TO THESE BYLAWS**

15.1 Amendments:

- a. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the members present at any Board Meeting, if:
  - i. At least 30 days written notice is given of an intention to alter, amend or repeal these Bylaws or to adopt new Bylaws at such meetings.
  - ii. Notice of the proposed amendment shall have been filed with the Secretary of the Band Fans.
  - iii. A copy of the proposed amendment has been sent to the members before the meeting at which it is to be considered for adoption.
  - iv. Written notice shall be given no less than 30 days prior to altering/amending/repealing or adapting new bylaws. Originals and updates shall be provided to voting members at this time as well.
  - v. Bylaws will be provided to all current members no later than September 1 of each year.
- b. These bylaws must be provided to all Board members at the beginning of each term.
- c. Bylaws must be made public by September 1 of each year.
- d. The bylaws must be reviewed every five years.
  - i. The mandatory review will occur at the beginning of each fiscal year for which the June start date falls within a calendar year divisible by five.
  - ii. The bylaws may be amended or adopted as-is for the next five-year period, but must be presented for vote during a board meeting in either case.
  - iii. The five-year mandatory review in no way removes the right to review or amend these bylaws at other times in accordance with other articles found within.
- e. All appendices must be reviewed each year and updated as necessary. These need to be done by June 30th of each year.

Adopted 9/2/2025

## **ARTICLE XVI—RULES OF ORDER**

16.1 Rules: The most current issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these bylaws. We the undersigned Officers, do hereby certify that the foregoing is the true and legal bylaws of the Band Fans and that the same were adopted on the 2nd day of September, 2025.

BYLAWS OF THE STEPHENVILLE BAND FANS

Adopted 9/2/2025