

BYLAWS OF WALTRIP RAM BAND BOOSTER, INC.

Amended June 30, 2025

ARTICLE I – NAME

The name of this organization shall be the Waltrip Ram Band Booster, Inc., hereinafter referred to as the "Ram Band Booster Club."

ARTICLE II – PURPOSE

The purpose of the Ram Band Booster Club is to support the Waltrip High School Ram Band program by:

- Conducting fundraising activities to enhance the educational experience of all students enrolled in the Ram Band;
- Providing financial assistance to ensure equitable student participation in trips, workshops, and enrichment opportunities;
- Supporting the band directors, staff, and students through volunteerism and community engagement.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility

Membership shall be open to parents or legal guardians of current Ram Band students, alumni, community members, and any individuals interested in supporting the objectives of the organization. Band directors may participate as non-voting members.

Section 2. Membership Levels and Dues

Membership shall be granted upon payment of annual dues for the school year beginning July 1 and ending June 30. Membership levels are as follows:

- **Basic Membership – \$10**
Includes voting rights at general membership meetings.
- **Gold Membership – \$50**
Includes voting rights and eligibility to volunteer at band trips and events. All volunteers must be approved through HISD's Volunteers in Public Schools (VIPS) program. Gold Membership is required for all parent chaperones and key volunteers. Volunteer opportunities are at the discretion of the band directors and may require additional approval or training.

Dues amounts may be reviewed annually and adjusted by a majority vote of the Executive Board and approval of the general membership.

Section 3. Good Standing

Members shall be considered in good standing upon payment of annual dues. Only members in good standing may vote, volunteer, or apply for scholarships.

Section 4. Voting Rights

Each membership in good standing is entitled to one vote on general membership matters. Voting eligibility requires attendance at a minimum of one prior general meeting during the current school year.

ARTICLE IV – EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the following elected officers:

- President
- Vice President
- Treasurer
- Secretary
- Parliamentarian

Section 2. Eligibility

Executive Board members must be members in good standing. Band directors are not eligible to serve as Executive Board members.

Section 3. Duties of Officers

- **President:** Presides over meetings, coordinates Executive Board activities, and serves as the primary liaison between the Ram Band Booster Club and band directors.
- **Vice President:** Assists the President and assumes duties in their absence; oversees fundraising and event coordination.
- **Treasurer:** Maintains accurate financial records, presents monthly financial reports, and prepares the annual budget.

- **Secretary:** Records and distributes meeting minutes, maintains attendance and communication records, and manages digital communications.
- **Parliamentarian:** Advises on parliamentary procedure and ensures meetings follow Robert's Rules of Order.

Section 4. Elections and Terms

Officers shall be elected annually by majority vote at the May general meeting. If a position is uncontested, election may be by voice vote. Officers shall assume duties on July 1 and serve for one year or until successors are elected.

Section 5. Leadership Rotation

While there are no formal limits on the number of terms an officer may serve, the Ram Band Booster Club encourages Executive Board members to foster leadership development by limiting consecutive terms in the same office to no more than three years when possible. This practice promotes new ideas, broadens participation, and ensures continuity through mentoring and collaboration.

ARTICLE V – IMMEDIATE PAST EXECUTIVE BOARD MEMBERS

Section 1. Advisory Role

Individuals who served on the Executive Board shall be recognized as Immediate Past Executive Board Members until their successor in that role transitions into the same status. These individuals may serve in a non-voting advisory capacity to provide guidance and continuity. Attendance at Executive Board meetings shall be at the discretion of the President.

Section 2. Membership Voting Rights

Immediate Past Executive Board Members retain general membership voting rights provided they hold a current, paid membership.

Section 3. Recognition

Immediate Past Executive Board Members may be acknowledged in Ram Band Booster Club materials with a designation of their advisory, non-voting status.

ARTICLE VI – MEETINGS

Section 1. General Membership Meetings

General membership meetings shall be held at least once per academic quarter.

Section 2. Special Meetings

Special meetings may be called by the President or a majority of the Executive Board with a minimum of 48 hours' notice.

Section 3. Quorum

A quorum shall consist of at least three Executive Board members and five general members in good standing.

Section 4. Notice of Meetings

Notice of meetings shall be provided at least 7 days in advance via email, text message, or other written communication.

ARTICLE VII – FINANCES

Section 1. Fiscal Year

The fiscal year shall run from July 1 through June 30.

Section 2. Budget

The Executive Board shall prepare an annual budget to be approved by the general membership at the first meeting of the school year.

Section 3. Financial Records

The Treasurer shall maintain accurate records and submit monthly financial reports. Financial records shall be reviewed annually.

Section 4. Expense Approval

All expenses must be approved in advance by the Executive Board or be part of the approved budget.

Section 5. Band Director Funding Requests

Band directors must submit a Financial Request Form to the Executive Board at least two weeks in advance of the needed funds. Requests under \$100 may be approved without formal review. Forms may be submitted by email to requests@rambandbooster.org or via hard copy.

Section 6. Contractor Payments and Reporting

All individuals or businesses performing paid services for the Booster Club must sign a Contractor Agreement prior to beginning work. This agreement must include a declaration that

the contractor is not a current employee of Houston Independent School District (HISD). Work must be approved by the Executive Board before payment is issued. If compensation meets or exceeds IRS reporting thresholds, a Form 1099-NEC will be filed and issued in accordance with federal tax regulations.

Section 7. Prohibition on Payments to HISD Employees

The Booster Club shall not compensate current HISD employees—including band directors, teachers, or other school staff—for services rendered in connection with their employment or role in the Ram Band program. All such services must be arranged through HISD and compensated, if at all, through district-approved payroll or reimbursement procedures. Direct payment from the Booster Club is strictly prohibited per HISD policy and UIL guidelines.

Section 8. Volunteer Compensation and Reimbursements

Volunteers may be reimbursed for eligible, itemized expenses (e.g., supplies, travel) that directly support the program, provided such reimbursements follow IRS accountable plan guidelines. Reimbursements and any approved stipends of \$600 or more in a calendar year will require issuance of a Form 1099-NEC.

Section 9. Director Access Restrictions

Band directors shall have no direct access to Booster Club financial institutions, accounts, or payment platforms (e.g., PayPal, Venmo).

Section 10. Student Scholarships

Parents or guardians may apply for trip scholarships by completing a scholarship application form and submitting tax documentation as proof of financial need. Applications will be reviewed within five business days. Scholarship funds are limited and will be awarded on a first-come, first-served basis, subject to availability and approval. Forms may be submitted by email to requests@rambandbooster.org or via hard copy.

Section 11. Annual Financial Review

An informal financial review may be conducted annually or upon request by any member who is not an authorized signer on the Booster Club's bank account. The purpose of the review is to provide general oversight and transparency. A brief summary may be shared with the Executive Board and general membership at the Board's discretion.

ARTICLE VIII – AMENDMENTS

Section 1. Amendment Process

These bylaws may be amended by a two-thirds vote of members present at any general meeting, provided notice of the proposed amendment was given at least one prior meeting. In

urgent cases requiring legal or procedural correction, the Executive Board may amend the bylaws by a two-thirds vote of its members.