

**Bylaws
Of
Klein Collins Band Association**

**Article One
Names and Location**

Section 1. The name of the organization shall be Klein Collins Band Association.

Section 2. All meetings of the Board of the Association shall be held at such places within the Klein Independent School District as the board may designate.

**Article Two
Purposes and Structure**

Section 1. The Klein Collins Band shall consist of any and all students who participate in band and /or Color Guard that meet the Klein Independent School District and Texas UIL requirements for membership.

Section 2. The purpose of this organization shall be to seek out ways and means to enhance the Klein Collins Band Program, working in conjunction with the Band Directors; including, but not limited to: (a) providing educational support and opportunities for the students enrolled in the band programs; (b) assisting in the organization and development of band activities; (c) supporting participation in musical instrument clinics, UIL marching and concert competitions and any other special events that may be a part of the activities of the Klein Collins High School Band program; (d) promoting and publishing pertinent news about the band programs and students; (e) and doing all things incident to or necessary for providing an excellent band program at Klein Collins High School.

Section 3. The objectives of this organization shall be: to stimulate interest in and support of the Klein Collins High School Band; to encourage and promote active membership in the Association; and to assist the Klein Collins Band financially.

Section 4. This association is organized exclusively for charitable, literary, and educational purposes as defined in Section 501 (c) (3) of the Internal Revenue Code. The purposes of the association include raising funds and purchasing personal property and services to be used by students and faculty of the Klein Collins High School Band; providing volunteers for educational and/or extracurricular activities that will contribute to the public education of the community; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations.

This association shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Klein Independent School district nor to control its policies.

No part of the net earnings of the Association shall inure to the benefit of any member, officer, or private individual. The Association will, where authorized by law, issue contribution certificates for donations of money, materials, time, labor, and services. No member, officer, or private individual shall be entitled to share in the distribution of any of the Association assets on the dissolution of the Association. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

The Association shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501 (c)(3) of the Internal Revenue code and its regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under 170 (c)(2) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended.

The Association shall observe the following regulations: Klein Independent School district Booster Club Guidelines, University Interscholastic League Booster Club Guidelines, and all local, state and federal laws which apply to nonprofit organizations.

Upon dissolution of the Association, all assets remaining after payment of the obligations and liabilities of the Association shall be distributed to the Klein Collins High School Activity Fund, which is administered by the Klein Independent School District, to be used for the benefit of the Klein Collins High School Band programs. Should such fund cease to exist at the time of dissolution, such assets shall be distributed exclusively to charitable or educational organizations which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

Article Three Membership

Section 1. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children who participate in the Klein Collins High School Band, and who will uphold the policies of this organization and agree to its Bylaws.

Section 2. Eligible persons shall become members regardless of whether their dues are current or pending, on a per-child, per-school-year basis. Such members shall be entitled to all rights and privileges of membership.

Section 3. The Dues shall be assessed in such amounts as determined by a 2/3 majority vote of the Executive Board, upon approval of the budget for the upcoming school year. Dues shall be payable at the beginning of the fiscal year and are due on Registration day in August.

Article Four Meetings

Section 1. Meetings of this organization shall be held monthly during the regular school term. These meetings will be held in the Band Hall at Klein Collins High School on the second Monday of each month. On such occasions, that a holiday or school event occurs on the second Monday of the month, the meeting will automatically be moved to the previous Monday. The majority of the membership present will make decisions during these regular meetings.

Section 2. Any decisions that must be made between meetings may be made by a consensus vote of the Executive Board.

Section 3. Each qualified family unit, as defined by the parents, guardians, and/or adult relatives of each individual child, shall be entitled to cast one vote per child on any matter properly brought before a meeting. Any decision approved by a majority of the voting members present at a meeting in which a quorum of the Executive Board has been duly established shall be binding upon the organization.

Article Five Executive Board

Section 1. Membership on the Board shall be open to any parent, legal guardian, or adult relative of a child or children who are currently participating, or who have previously participated, in the Klein Collins High School Band, provided that such individual agrees to uphold the policies of this organization and comply with its Bylaws.

Section 2. The Executive Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. No Executive Board member or committee chairperson shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. The Executive Board Officers shall be: President, Vice-President, Secretary, Treasurer,

Budget Officer, Fundraising Officer, Governance Officer, and the Director of Bands. The wording "Director of Bands" shall also include the Associate/Assistant Director of Bands when the Director is unavailable to perform required duties.

Section 5. Officers shall be elected annually and shall serve a term of one (1) calendar year, commencing in January and concluding in December. The President and Treasurer may serve no more than two (2) consecutive one-year terms in their respective offices; however, exceptions may be made by the campus principal in extreme cases.

Section 6. A Nominating Committee of six members, one of which shall be the Director of Bands, shall make nominations for officers. Both the President and the Director of Bands shall select members of this Committee. Committee members shall consist of one parent of a current freshman, sophomore, junior, senior, color guard member (any grade level), and the Director of Bands. This procedure should maximize selection of the widest cross-section of the membership for the Klein Collins Band Association committee. The committee will meet prior to the November Klein Collins Band Association meeting and will present the recommended slate of officers at the November meeting.

Section 7. Nominations will be accepted until December 1st. At this point, nominations are closed. Nominations will be presented for vote during December at a time and location determined by the Executive Board and announced to all members. Additional nominations may be made at the start of the election event provided the consent of the nominees has been obtained and the names have been submitted to the nominating committee. The officers will be elected by simple majority of the membership present. Following the election, the outgoing officers will be available for assistance and consultation through the end of the school year. All new officers shall begin service following the election, but no later than January 1 of new calendar year.

Section 8. Any board position vacated mid-term can be fulfilled by the board, pending a special election.

Section 9. All Executive Board Members and Committee Chairpersons are expected to abide by all the bylaws and serve without reproach in the best interest of the organization.

Section 10. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between Association meetings and any other business referred to it by the Association.
- b. To hear the plans of all committees and submit recommendations to the General Membership at the next regular meeting.
- c. To prepare and submit to the Association for approval at the April meeting a budget for the following year. If a budget is not approved by June 1st, the KCBA will automatically revert to the previous year's budget. This budget may be revised by majority vote of a quorum of the General Membership present at a given meeting.
- d. To approve expenses within the limits of the budget.

- e. To hear any recommendations for use of funds over and above the budget in order to present them in detail at a regular meeting.
- f. The organization shall maintain a reserve of 5% of the previous year's budget, but no less than \$5,000. Dues on the subsequent year shall be adjusted to maintain that reserve. If the reserve exceeds the target, excess funds may be used to offset miscellaneous expenses for all students. At the discretion of the Board of Directors, and with a majority vote, the reserve may be reduced as needed.

Section 11. The Executive Board shall meet as deemed necessary during the school year. A majority of the Executive Board members shall constitute a quorum.

Article Six **Duties of Officers**

Section 1. The President shall preside at all meetings and shall serve ex-officio on all committees, except the Nominating Committee; shall establish committees as deemed necessary and appropriate and specify committee duties; and shall serve as a Signer on the checking account in addition to the Treasurer.

Section 2. The Vice-President shall be the alternate presiding officer and shall have primary responsibility to oversee all committees and their activities. In the event the President is not able to serve as a Signer on the checking account, the Vice-President shall serve as a Signer on the checking account in addition to the Treasurer.

Section 3. The Secretary shall keep the minutes of all meetings and perform such other functions as delegated by the Executive Board.

Section 4. The Treasurer shall receive all monies of the Association and shall have charge of all funds belonging to the Association and will serve as a signer on the checking account in addition to the President. The Treasurer will work in close contact with the Budget officer to ensure that spending stays within the constraints of the Budget. The Treasurer shall also prepare all necessary Tax forms and file them with the IRS and any other financial forms required by Klein ISD.

Section 5. The Budget Officer shall be in charge of establishing the yearly budget in cooperation with the Treasurer. The Budget Officer shall also work with the Executive Board to collect delinquent Dues and perform other functions as needed to assist the Treasurer. The Budget Officer will coordinate an annual audit of the Treasurer records at the end of each fiscal year. A committee of three (3) qualified members in good standing (none of whom are authorized to sign KCBA checks or have a conflict of interest with the Association) will be present to review the books and records of the organization and prepare a report to the KCBA Board and General Membership at the scheduled September meeting.

Section 6. The Fundraising Officer shall be in charge of fundraising activities including collection, distribution, advertising and coordination. The Fundraising Officer shall also be responsible for identifying viable fundraising opportunities. The Fundraising Officer shall also be in charge of defining a sponsorship program, identifying potential sponsors, and securing and maintaining sponsorship relationships.

Section 7. The Governance Officer shall be responsible for maintaining official records/history of the Association to include updating the By-laws as needed and shall be the custodian for committee procedure books for recurring activities in coordination with each individual chairman who compiles the manual. The Governance Officer shall also be in charge of keeping order in the meetings and advising the membership and the Executive Board of parliamentary procedure.

Article Seven

Committees

Section 1. The President shall, as deemed necessary and appropriate, establish various committees to carry out the objectives of the Association.

Section 2. The Standing Committees may consist of, but not be limited to, the following:

- a. Band Banquet
- b. Chaperone Coordinator
- c. Communications (social networks)
- d. Football Program Coordinator
- e. Color Guard Liaison
- f. Hospitality
- g. Pit Crew
- h. Props
- i. Spirit Sales
- j. Uniforms
- k. Webmaster
- l. Flags with Pride
- m. Feed the Band
- n. Head Photographer
- o. Volunteer Coordinator

Section 3. The Executive Board shall determine the function of each committee.

Section 4. The chairman of each committee shall be appointed by the officers and shall serve for a minimum term of one school year or for the duration of the committee, whichever is shorter.

Article Eight **General Provisions**

Section 1. The fiscal year of the Association shall be from June 1st to May 31st.

Section 2. All records of the Association shall be maintained and destroyed in accordance with law and standard record retention guidelines. The following table defines guidelines for certain types of records:

RECORD	HOW/WHERE TO STORE	PERIOD OF TIME
Year end Treasurer's and Budget Officer's financial report/statement including documents relating to the annual independent audit	Compile and file on a yearly basis in official record book	3 years
Bank statements, cancelled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file on an ongoing basis in official record book and/or official electronic storage repository	3 years
Meeting minutes of the Association	Compile and store monthly in official electronic storage repository and also make available on website	3 years

Article Nine **Amendments**

Section 1. Proposed amendments or revisions of the By-Laws may be presented at any regular meeting and then voted on at the following regular meeting.

Original Approval: September 17, 2001

Amended: May 18, 2010

Amended: February 2, 2012

Amended: February 4, 2013

Amended: February 3, 2014

Amended: April 13, 2015

Amended: January 11, 2016

Amended: March 6, 2016

Amended: April 9, 2018

Amended: May 9, 2018
Amended: April 8, 2019
Amended: January 13, 2020
Not an official page of the bylaws.

Amendment details:

April 8, 2019 – Changed Executive Board term year to be from January to January, rather than a school year

January 13, 2020 – Changed language to allow Vice President to serve as signer on bank account when President is unable to serve in that capacity.

December 14, 2020 – Changed Article 5 Section 7 to make procedure for nominating and voting on new officers more flexible. Instead of specifically referencing the Winter Concert, the language now states nominations are open until December 1st, and the vote will be done in December at a time and date set by the Executive Board.

November 14, 2022 – Fixed a typo in Article 2. Changed Article 5 Section 5 to include Treasurer and Budget Officer to be recommended, but not limited, to a two year term in addition to the President. Changed Article 7 to update list of Committee Chairs and specify that committee chairs are elected for a minimum one year term. Add new Article 8 General Provisions. Change previous Article 8 Amendments to Article 9.

May 13, 2025 – Replaced Article 5, Section 8. This change will allow the board more flexibility when finding a replacement for a missing board member. We will still have the opportunity to cover the duties so that the role can continue to function for the organization, however, it will now allow us to hold a special election to officially fill the position before the end of the term. For example, a position is typically a 2 year term and if someone has to step down after only 6 months this amendment will allow the board to not have to wait a year and a half to have a new board member.

November 10, 2025, Added wording to Article 5, Section 4. This will allow the function of the KCBA to continue even in the absence of the head Director of Bands.

January 12, 2026, Updated the language defining membership in Article 3, Section 2 to align with Klein ISD Policy. Changed Article 5, Section 1 to give us an alternate way to fill the board position in the event no current KCBA member volunteers. It allows a former member who is willing to contribute to hold a board position, and does not change the eligibility for standard membership of the KCBA. Revised Article 4, Section 3 to clarify some ambiguity in the wording of the number of votes per family unit, and will allow the KCBA secretary to have an accurate vote count. Updated the language in Article 5, Section 5 regarding Board elections to align with Klein ISD Policy.