



I. Name

The name of the organization shall be Timber Creek Band Parent Association, having applied for incorporation on **Sept. 19, 2009**. The principal office is in Keller, Tarrant County, Texas.

II. Mission Statement

We dedicate ourselves to build upon our firm foundation of excellence in music and academic studies through integrity, discipline, and trust. By consistently giving our personal and collective best, we will maximize the total potential of the student body to help achieve a sense of success that will aid in their development.

To build an environment through musical arts and academic studies that will nurture talents, motivate through daily challenges, develop self-esteem, and inspire students to become responsible and mature young adults.

III. Purpose

The organization is exclusively for charitable and educational purposes under Section 501(c) (3) of the Internal Revenue Code. The registered agent shall be the Treasurer of the organization. The purpose of the Timber Creek Band Parents Association is:

- Is organized and operated exclusively for charitable and educational purposes in accordance with UIL and Texas State Law.
- To aid in providing moral and financial support to the band program of Timber Creek High School (TCHS) in cooperation with the band directors, Principal, Keller Independent School District (KISD) and others in respective positions of the Timber Creek High School Band Programs.
- To aid in providing assistance, guidance and inspiration to all present and future band students of the Timber Creek Band Program in order to develop and sustain top performing instrumental music programs at all levels.
- To assist with the purchase of equipment and supplies which are unavailable through the normal school budget, provided such actions are within the UIL, TMEA and Keller Independent School District policies and procedures.
- To foster closer ties between parents, students and the band directors.

IV. Membership

Active Members

Active members shall be defined as parent(s) and/or legal guardian(s) of students who have paid band fees and participated in any part of the Timber Creek High School Band Program. Only active members shall have the right to vote, attend meetings, speak, make motions, and hold office. The Board of Directors (Board) will meet periodically throughout each month. The Board will be available 20 minutes before and after general meetings for the general membership to discuss any further issues.

Alumni Members

Alumni members shall be defined as parent(s) and/or legal guardian(s) of a graduating student(s) formerly enrolled in any or all parts of the Timber Creek High School Band Program. Alumni membership expires after 12 months from their student's graduation date. Alumni members have no voting rights, nor may they make motions or hold office. They do however, have a right to attend general membership and/or Board meetings and speak.

Any member non-compliant with any policies and procedures established by KISD and/or these Bylaws will have their membership immediately revoked. Reinstatement is contingent upon approval by the following:

- band director(s)
- Principal
- Timber Creek Band Parent Association president



V. Meetings

General membership meetings shall be conducted on a monthly basis or/as deemed necessary by the board and/or band director. These meetings shall be held from January through December in the band hall at TCHS unless otherwise notified. Special meetings may be called, upon the request of any active member, but only with the approval of the Board. Notification will occur through the band website and/or e-mail 72 hours prior to the meeting.

VI. Board of Directors

The business and affairs of the organization shall be managed by the Board of Directors, consisting of the elected President, Vice-President, Secretary, Treasurer, Co-Treasurer, Volunteer/Communications Director, Fundraising/Revenue Director, Events Director, and Parliamentarian. The Board may exercise all powers as are not prohibited by statute or by the Articles of Incorporation or these Bylaws. The number of directors on the Board may be increased or decreased by resolution of the Board, and approved by 2/3 of the active members present at a general membership meeting. The term of each Board member shall be one (1) year. Elected Officers may serve in the same position for two (2) consecutive terms with approval via the annual vote of the General Membership. The Board of Directors, with the approval from the band director, will create and/disband any committee that is deemed necessary to continue to fulfill the purpose of the Timber Creek Band Parent Association in respect to the Mission Statement.

VII. Officers

Terms for all positions shall be convened on June 1st thru May 31st. The Treasurer's term commences August 1st - July 31st after completing the annual audit in July. Elections/appointments will be held during the May meeting of the general membership. There are no limits on the number of positions one can be elected to. The number of consecutive terms is limited to two (2) for elected positions. Officers must be a parent or legal guardian of an active band member in the Timber Creek High School Band Program.

No family members may hold offices in the same term where both offices have signatory authority.

1. Positions

A. **President:** Duties shall be to:

- Provide leadership to the organization.
- Vote.
- Prepare agenda and conduct each meeting.
- Sign contracts as directed by the general membership.
- Assist in preparation of annual budget.
- Countersign checks as necessary.
- Maintain Bylaws

B. **Vice-President:** Duties shall be to:

- Assume the duties of the president in the absence of the president.
- Assist in preparation of the annual budget.
- Vote.
- Assist president when and where needed.
- Countersign checks as necessary.
- Maintain Bylaws

C. **Secretary:** Duties shall be to:

- Record minutes of all meetings and report them at the next meeting.
- Maintain a permanent archive of the minutes of all meetings.
- Countersign checks as necessary.
- Keep copies of current Bylaws on-hand.
- Maintain a copy of previous Bylaws.
- Assist in preparation of the annual budget.
- Vote.



- D. **Treasurer:** Duties shall be to:
- Serve as the registered agent for the organization.
 - Assist in preparation of the annual budget.
 - Serve as the primary signatory on all checks.
 - Arrange for cash for fund raising events as appropriate.
 - Keep financial records and account for all monies.
 - Maintain copies of tax-exempt status, tax records and other legal documents such as the Articles of Incorporation.
 - Prepare books for the annual audit.
 - Collect and deposit all monies within 5 calendar days of receipt.
 - Maintain a ledger of income and expenses, from which he/she shall prepare a monthly financial report for the general meetings.
 - TNT close and count nightly during operation.
 - Vote.
- E. **Co-Treasurer:** Duties shall be to:
- Assist in Treasurer Preparation of the annual budget.
 - Assist in Treasurer in arranging for cash for fund raising events as appropriate.
 - Assist in Treasurer in collecting financial records and account for all monies.
 - Collect and deposit all monies within 5 calendar days of receipt.
 - TNT close and count nightly during operation.
 - Vote.
- F. **Volunteer/Communications Director:** Duties shall be to:
- Log and enlist all parent volunteers for activities related to Band functions.
 - Recruit parent volunteers to serve in all Band activities promoted and set up by the Board and/or band director(s).
 - Responsible for coordinating the development of and distribution of all mass communications to band parents on behalf of the BPA Officers.
 - Vote
- G. **Fundraiser/Revenue Director:** Duties shall be to:
- Set up and aid Board and/or band directors(s) with the organizing of fund raising activities for the Timber Creek High School Bands, Color Guard, Percussion and/or Timber Creek High School Band Parent Association.
 - Vote
- H. **Guard Coordinator:** Duties shall be to:
- Aid and work with Board in including Color Guard in all activities and decisions.
 - Shall be the liaison between Color Guard and Board.
- I. **Percussion Coordinator:** Duties shall be to:
- Aid and work with Board in including Percussion in all activities and decisions.
 - Shall be the liaison between Percussion and Board.



J. **Historian:** Duties shall be to:

- Act as custodian of all records and materials pertinent to the history of the Association.
- Shall compile and keep a record of the events and activities to be presented as the official history of the Timber Creek High School Bands, Color Guard, Percussion and the Timber Creek High School Band Parent Association.

K. **Parliamentarian:** Duties shall be to:

- Ensure general meetings are conducted in accordance with Robert's Rules of Order.
- Assist Board with any/all disruptive behavior matters as they arise during, before, and/or after any/all general meetings.
- Maintain Bylaws

2. **Terminations:**

- A. Any elected or appointed officer/chairperson/coordinator/representative who becomes delinquent in his/her duties for 30 calendar days must forfeit his/her position after a written notification by the Board and/or band director(s). Should an elected officer find personal or job requirements keeping them from being able to fulfill their duties, they will be requested to resign.
- B. Any elected or appointed officer/chairperson/coordinator/representative who accumulates three (3) consecutive unexcused absences from general meetings must forfeit his/her office after written notification by the Board and/or band director(s).
- C. Any elected or appointed officer/chairperson/coordinator/representative may be relieved of their position for failure to fulfill their duties as described in the Bylaws by a 2/3 vote of the Board and written notification from the band director(s).
- D. Should any officer resign or be asked to resign their position for any of the above stated reasons, a successor will be chosen by the Board and be approved by a 2/3 vote of active members present at the next general meeting.

VIII. Committees

The following committees shall be convened annually by the Board and approved by a band director in June.

1. **Budget Committee**

- Shall be responsible for developing a working annual budget to be presented to the association during the first meeting of the school new year.
- Is Co-chaired by the president, vice-president, Treasurer, Secretary, and one (1) member from each committee.

2. **Audit Committee**

- Shall consist of three (3) active members who are not members of the Board.
- Shall be appointed by the president in June to conduct an internal audit of the financial records of the Treasurer prior to the September general meeting.
- Shall present an audit report of the financial condition of the Timber Creek Band Parents to the Board and the membership at the next general meeting or at any time the office of Treasurer is vacated during his/her term.

3. **Nominating Committee**



- Shall be appointed at the February general meeting of each year.
 - Shall consist of at least 5 active members.
 - Any active member, as defined in Section IV, of the organization may serve on this committee.
 - Shall prepare a slate of nominees for the general membership to be announced at the April meeting and voted on at the May general meeting.
 - Committee will elect one member to Chair proceedings
 - Committee's primary goal is to obtain at least one qualified nomination for each position.
 - Committee shall not to filter nominations. Directors can suppress a nomination if done so in writing.
 - Committee will work under the direction of the parliamentarian.
4. **Event Committee**
- Responsible for reservations, food, decorations, invitations, entertainment, and all other items approved by the active membership for scheduled events, such as Ice Cream Social, holiday parties, etc.
 - Shall operate with a budget as set by the budget committee and approved by the general membership.
 - Work under the direction of the vice president.
5. **Band Banquet Committee**
- Convene in August to obtain the funding, location, and events that will combine to make the Band Banquet.
 - To decorate the venue.
 - Work under the direction of the historian.
6. **Hospitality Committee**
- Arrange for refreshments when requested by an officer and/or the Board.
 - Maintain an accurate record of the purchases made as well as the amount of cash received from students, parents, and band directors.
 - Counting and turning in all collected monies to the Treasurer for deposit no later than three (3) business days following collection.
 - Will acquire and serve snacks and beverages in accordance with UIL rules and policies.
 - Work under the direction of the vice-president
7. **Box Dinner Committee**
- Maintain an accurate record of the purchases made as well as the amount of cash received from students, parents, and band directors.
 - Counting and turning in all collected monies to the Treasurer for deposit no later than three (3) business days following collection.
 - Responsible for game night student dinners.
 - Will work under the direction of the president
8. **Half Time Snack Committee**
- Maintain an accurate record of the purchases made as well as the amount of cash received from students, parents, and band directors.
 - Counting and turning in all collected monies to the Treasurer for deposit no later than three (3) business days following collection.
 - Responsible for Game Day snacks for marching band.
 - Will work under the direction of the president



9. **Fundraising Committee**

- Shall be organized and coordinated by the Fundraiser Chairman from the Board.
- Shall be responsible for organizing and coordinating all fund raising activities.
- Shall be responsible for contacting the vice-Principal to get clearance for all fundraisers.
- Shall be responsible for overseeing the Concession Committee (*i.e.* shopping, volunteers for home football games on the visitor's side, etc).
- Ensure that all fund raising ideas that involve student participation are approved by the band director before making any arrangements for said fund raiser.

10. **Guard Committee**

- Shall be organized to assist the guard with flags, props, uniforms, sewing, etc.
- Shall work in cooperation with the color guard instructor. Color Guard instructor and band director have the final say for all decisions made for the guard.
- Shall work under direction of the Guard Coordinator.

11. **Uniform Committee**

- Shall be organized to fit and hem uniforms and tuxes for the band.
- Shall help with dry cleaning if needed.
- Will help maintain uniforms and tuxes throughout the school year as needed.
- Work under the direction of the Secretary.

12. **College Scholarship Committee**

- Primary Coordinator is appointed by the band directors.
- The body being appointed by the Board with an odd number and no less than three will be appointed, with no member being a guardian or parent of a senior student.
- Shall select recipients from student applications for scholarships and present their selection to the Board and band director in February.

13. **Chaperone Committee**

- Primary Coordinator is appointed by the band directors.
- Shall be responsible for obtaining an adequate number of adult chaperones as deemed necessary by the band director(s) for any activity away from school grounds.
- Will be responsible for the first aid kit which may be delegated to a nurse if one is available.
- Responsible for enforcing chaperone guidelines.
- Work under the direction of the president.
 1. Chaperone Guidelines:
 2. Only active members 21 years of age or older may be designated as official chaperones.
 3. Must submit a criminal background check and be cleared by the Keller ISD before they are permitted to go on any outing.
 4. Band Director (s) must approve all Chaperones.
 5. The number of chaperones needed will be determined by the band director(s). As a general rule, one chaperone is needed for every ten (10) students (1:10).
 6. Designated chaperones are not allowed to bring other dependents on any trip or function because of bus riding regulations.
 7. Chaperone duties include, but are not limited to:
 8. Being responsible for the conduct and general welfare of all band members.
 9. Ensuring all band members adhere to all rules as set forth by the band director(s).
 10. Ensuring all band members are at the appointed place, on time.
 11. Chaperones will report directly to, and receive all directions from, the Chaperone Coordinator and/or band director(s)
 12. No band member shall be excused from any location (*i.e.* bus) or activity without prior approval from the band director(s).
 13. Chaperones must have prior chaperone experience in order to chaperone overnight trips unless approved by the band director(s).

13. **TNT Committee**



- Appointed by Board
- Work directly with TNT to establish early meetings, projections and expectations of TNT.
- Shall be responsible for establishing a leadership team of parents and students to adequately staff the stands in June, July and December.
- Define a reward program or explain reduction in costs and benefits to students and parents for volunteering.
- Shall be responsible for establishing a cleanup/make ready, setup, stocking and breakdown team and cash register training
- Establish relationships and connections for onsite housing trailer, recycle collection and all setup equipment (awnings, water jugs, fans, etc.)
- Work under the direction of the Treasurer

IX. Amendments

The Bylaws of this Association may be amended with a 2/3 vote of the active membership presented at any general meeting. The amendments must be presented in writing one (1) month prior to the meeting where the vote is called.

X. Dissolution

The Association may only exist with the approval from the band directors and Principal of TCHS. The Association may be terminated at the discretion of the Head band director in agreement with the head Principal and the KISD Fine Arts Director.

XI. Disbursement of Assets

Upon dissolution of Timber Creek Band Parent Association, all assets, as determined by an independent audit, must be disbursed to KISD to be used for the Timber Creek High School Band Program as allowed by the IRS code and the State of Texas.

XII. Finances

1. The approved budget shall be construed as authorization to expend funds. This responsibility is entrusted to the Board. Their expenditures must be revealed to the general membership at the next general meeting as part of the Treasurer's report.
2. Disbursement of funds shall follow the plan laid out in the approved annual budget. The annual budget may be amplified or modified by 2/3 of the present active members at any general or special meeting.
3. No funds, under any circumstances, can be expended, regardless of the budget's prior approval, if funds are not present in the account. Any person who makes a purchase or enters into a contract on behalf of the Timber Creek Band Parent Association without prior approval from the general membership will automatically incur the expense.
4. The Treasurer shall make the disbursements as authorized by the Board. Expenditures under \$100.00 may be authorized by the Board and will be discussed and documented at the next general meeting.
5. All disbursements shall be made by check signed by the Treasurer and one other Officer, with the reason for the expenditure indicated on the check stub and a receipt on file.
6. Routine expenditures over \$100.00 must be itemized in the approved budget.
7. The Timber Creek Band Parent Association shall purchase a surety bond adequate to cover any representative handling Timber Creek Band Parent Associations monies.
8. Emergency expenditures of up to \$2000.00 may be authorized by a ¾ majority vote of the Board but such expenditures must be discussed at the next general meeting of the Timber Creek Band Parents Association and then included in the approved budget.
9. In the event that the Band Parent Association is disbanded, or no longer necessary, all monies currently in the Band Parent Association account shall be transferred to KISD Fine Arts Director to be used for the Timber Creek High School Band Program.
10. A NSF fee of \$35 will be charged by the Timber Creek High School Band Association in addition to any bank fees incurred for all checks received with this condition.



XIII. IRS Regulations

1. Article 1 and 2: are listed in Section I of these Bylaws, Timber Creek Band Parent Association.
2. Timber Creek Band Parent Association is organized exclusively for charitable and educational purposes, including, for such purpose, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
3. No part of the net earnings of the corporation shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the second item above.
4. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding other provision to these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) (20) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
5. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. As adopted by the Timber Creek Band Parents Association September 22, 2009.

III. Approved By:

President
Timber Creek Band Parent Association

Date

Head Band Director
Timber Creek High School Band Program

Date

Principal
Timber Creek High School

Date

Superintendent or Designee
Keller Independent School District

Date



Change history

| Revision | Changes |
|-----------|--|
| 9/22/2009 | To establish Bylaws |
| 9/14/2010 | <p>Section VII:</p> <ol style="list-style-type: none"> Officers: Changed Volunteer Coordinator to Volunteer Communications Director. Added "Responsible for the distribution..." Corrected Guard Representative to Guard Coordinator, position was appointed by the Board. <p>Section VIII:</p> <ol style="list-style-type: none"> Committees, section 2, bullet 3: Changed "June" to "next". <p>Section XII:</p> <ol style="list-style-type: none"> Added Student Affairs Coordinator, Website Director, and Scholarship Coordinator to appointed positions. Under Audit Committee, bullet 1: "...the last meeting in May" was "September" Under Banquet Committee, bullet 1: November was September. <p>Section XIV:</p> <ol style="list-style-type: none"> Removed "religious" and "scientific" from paragraph 2. Removed paragraph 3: "The names and addresses of the persons who were in the initial trustees of the corporation are as follows:" |
| 7/19/2011 | <p>Section VII:</p> <ol style="list-style-type: none"> Added "Countersign checks as necessary" to the Guard Coordinator position. <p>Section VIII:</p> <ol style="list-style-type: none"> Delete items 4. Halloween and 5. Banquet Committee Added item 4. Event Committee Renumbered items 6 thru 11. <p>Section XIII:</p> <ol style="list-style-type: none"> Deleted item 6. Renumbered item 7 to 6. Renumbered item 8 to 7. Renumbered item 9 to 8 and increased the limit of from \$300 to \$500 for emergency expenditures authorization. Added item 9: In the event that the Band Parent Association is disbanded, or no longer necessary, all monies currently in the Band Parent Association account shall be transferred to the Timber Creek High School Band program. |
| 7/28/2012 | <p>Section VIII:</p> <ol style="list-style-type: none"> Amended Event Committee to include Ice Cream Social and holiday party. Amended Event Committee to exclude Halloween party. Amended Fund Raising Committee to include oversight of concession and TNT committees. Amended Scholarship Committee to be named "College Scholarship Committee." |
| 08/01/14 | <p>Section IV. Defined active member as paid dues and student participate</p> <p>Section VI. Added two year team and director approval.</p> <p>Section V. Added Percussion Coordinator and made all offices voting.</p> <p>Section VII. Added bylaw duties, co-treasurer, and update communications/volunteer duties. Made removal of elected officer the responsibility of the Board.</p> <p>Section VIII. Added TNT committee, added Banquet committee, added director approval.</p> <p>Section XII. Increased emergency fund to \$2000 and added NSF fee.</p> |
| 9/5/2017 | <p>Section VI. Added a Director of Events board position, Change Historian, percussion and guard coordinator to a non-board position</p> |