

# Bylaws of the Celina Band Boosters Association

March 2025

These Bylaws shall be read annually at the July meeting of its Board members.

## DEFINITIONS

1. **Celina Band Boosters Association** - IRS 501(c) (3) non-profit association established for the purposes as outlined in Article II for the benefit of the Celina band and students who participate in the band; may be referred to as the "Association".
2. **Board of Directors** - the combined group of elected positions of the Celina Band Boosters Association, also referred to as the "Directors" or "Board".
3. **Business sponsor** - businesses who provide financial or other assistance to the Association from time to time; have no voting rights.
4. **Bylaws** - the laws that govern the ongoing operations of the Association.
5. **Director of Bands** - the Celina ISD band director as designated by Celina ISD.
6. **Household** - a parent or family with a student in the Celina band.
7. **Officer(s)** - individual elected positions of the Association.
8. **UIL** - University Interscholastic League - creates and administers rules that govern musical (and other) contests for public schools in Texas.

## ARTICLE I

### NAME

The name of this organization shall be the Celina Band Boosters Association and will be referred to in this document as the "Association".

## ARTICLE II

### PURPOSES

2.01 The purposes of the Association are to meet or exceed, but not limited to:

- (A) render financial aid in areas necessary for realizing the objectives of the Celina Band program; and,
- (B) encourage a high level of achievement by the students and recognition of their accomplishments;
- (C) secure closer contact and communication between parents, students and the band staff;

(D) promote parental understanding of the students' activities, opportunities, and objectives in the band program and provide a positive environment for student's educational and artistic growth.;

(E) foster closer ties between high school and middle school students in the spirit of mutual cooperation, support and respect.;

(F) promote music culture in the community by fostering concert attendance and public support of band activities, thereby rendering moral support to the students.

2.02 The Association shall operate in accordance with all applicable UIL guidelines, Texas nonprofit laws and IRS 501(c) (3) regulations.

## ARTICLE III

### OFFICES

#### LOCATION

3.01 The principal office of the Association in the State of Texas shall be located in the City of Celina, County of Collin. The Association may have such other offices, either within or without the State of Texas, as the Board may determine or as the affairs of the Association may require from time to time.

#### REGISTERED OFFICE AND REGISTERED AGENT

3.02 The Association shall have and continuously maintain in the State of Texas a registered office and registered agent. The registered office shall be Celina High School, 3455 North Preston Road, Celina, Texas 75009. The registered agent shall be the Director of Bands for Celina ISD.

## ARTICLE IV

### MEMBERSHIP

#### CLASS OF MEMBERS

4.01 The Association shall have two classes of members:

Voting Members: Parents and/or guardians of students currently enrolled in the band program at Celina High School or Celina Junior High School.

Non-Voting Associate Members: Business sponsors and/or community supporters.

## VOTING RIGHTS

4.02 Each individual or family member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

## TERMINATION OF MEMBERSHIP

4.03 Membership of the parent or guardian is automatically terminated upon graduation of the student or withdrawal from the band program.

## DUES

4.04 Annual membership dues, if required, will be reviewed and approved by the Directors before each school year.

# ARTICLE V

## MEETINGS OF MEMBERS

### ANNUAL MEETING AND ELECTION OF BOARD OF DIRECTORS

5.01 An annual meeting of the members shall be held during the month of August in each year for the transaction of business and commence at one per month during the school calendar year, or at a rate deemed necessary by the Directors. Nominations for officers will be held at the next to last regular meeting, usually the April meeting. Officers shall be elected by a majority vote taken by secret ballot to serve the position(s) defined term. Board members shall conduct themselves ethically, with the best interest of the band program and its students at all times.

### SPECIAL MEETINGS

5.02 Special meetings may be called by the President, by a majority of the Board members, or the Director of Bands via notification of or by the President.

### PLACE OF MEETING

5.03 The Board of Directors may designate any place, either within or outside the State of Texas, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors, President, or Director of Bands. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the Celina High School Band Hall.

### NOTICE OF MEETING

5.04 The regular meetings will be publicized to the Association Members via available communication methods (text, email, social media etc). Special meetings require at least 72 hours advance notice to members.

## QUORUM

5.05 The members present shall constitute a quorum for the transaction of business in any regular meeting.

## PROXIES

5.06 Proxy voting is permitted only with written or electronic authorization, in emergency or special circumstances, that have been approved by the majority of the board.

## BUDGET

5.07 An operating budget identifying fundraising projects and purposes for which the funds are being raised will be prepared by the Board of Directors and presented to the membership for approval in August of each year at the Annual Meeting.

## PARLIAMENTARY AUTHORITY

5.08 Robert's Rules of Order shall govern the Association in all cases, as applicable.

5.09 The President may appoint a Parliamentarian from the membership to rule on procedure.

# ARTICLE VI

## BOARD OF DIRECTORS

### GENERAL POWERS

6.01 The affairs of the Association shall be managed by its Board of Directors.

### NUMBER, TENURE AND QUALIFICATIONS

6.02 The number of Board members shall be at least five (5) and may be any number greater as deemed necessary to conduct the business of the Association by the current Board of Directors. Directors must be members in good standing in the Association at time of nomination and shall maintain membership in good standing throughout his/her tenure. Terms shall be a length of two (2) years, beginning in June of the year of election and ending in May following two (2) school calendar years, unless otherwise stated. The President and Vice President must serve at least one year in another board position to be eligible to run for the President or Vice President role(s).

### REGULAR MEETINGS

6.03 The regular meetings for Board members are held monthly or as needed. Notices of meetings will be sent via available communication methods (text, email, social media etc).

## SPECIAL MEETINGS

6.04 Special meetings of the Board members may be called by or at the request of the President, a majority of the Board members, or the Director of Bands via notification by the President. Notification of special meetings will be sent via available communication methods (text, email, social media etc) and include the meeting date, time and location, with at least 48 hours advance notice. Should a Board member object to any meeting, they must notify the Board in writing and the Board will vote on whether to meet or not, with the majority vote prevailing.

## QUORUM

6.05 A two-thirds ( $\frac{2}{3}$ ) majority of the Board members shall constitute a quorum for the transaction of business at any regular meeting of the Board, but if less than a majority, the Members present may adjourn the meeting without further notice.

## VACANCIES

6.06 If a Board vacancy occurs, the President shall appoint a replacement, subject to majority Board approval. A Board member appointed to fill a vacancy shall fulfill the remainder of the unexpired term of their predecessor in office.

## COMPENSATION

6.07 Board members shall not receive any stated salaries for their services inconsistent with UIL Guidelines.

# ARTICLE VII

## OFFICERS

7.01 School district employees in administrative roles cannot serve as elected Board officers.

## MAXIMUM TENURE

7.02 The maximum tenure for officers shall be ten (10) years.

## REMOVAL

7.03 Officers may be removed by a two-thirds majority vote of the Board for failure to fulfill duties or misconduct.

## BOARD MEMBER POSITIONS

### RESIGNATIONS

7.04 Any member may resign by filing a written resignation with the Secretary.

### REINSTATEMENT

7.05 Upon written request signed by a former Board member and filed with the Secretary, the Board may, by a two-thirds ( $\frac{2}{3}$ ) vote of the Board, reinstate a former board member to their position, on terms as the Board may deem appropriate.

### TRANSFER OF BOARD POSITION

7.06 Board positions are not transferable or assignable.

## PRESIDENT OR CO-PRESIDENTS

7.07 The President shall be the principal executive officer of the Association and shall in general supervise and oversee all of the business and affairs of the Association. They shall preside at all meetings of the members and of the Board members. They may sign, with the Secretary and any other proper Board member of the Association authorized by the Board members, any deeds, mortgages, bonds, contracts, checks, 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 by the Board members or by these Bylaws or by statute to some other Board member or agent of the Association; and, in general, they shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board members. In addition, the President shall act as spokesperson on behalf of the Association. The President shall oversee Board member(s), committees and all Board and/or band events.

## VICE PRESIDENT

7.08 In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as may be assigned to them by the President.

## TREASURER

7.09 The Treasurer shall have the following responsibilities: maintaining accurate financial records; providing monthly reports, including profit/loss statements and reconciliations; paying bills as approved by the Board members, and reconciling monthly bank statements. Copies of Reports shall be delivered to the President and Secretary prior to the meeting start time each month. The Annual August Monthly Statement Report will include an End of Year Report for the previous school year and will include the Budget Report for the upcoming school year. Duties shall also include the acquisition or renewal of insurance for the Association and elected Board members as it pertains to their duties and responsibilities prescribed within these Bylaws and exercised within the parameters of the expressed purposes of Article II. Treasurer's records shall be open to inspection by Board members or Director of Bands at any given time.

## SECRETARY

7.10 The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors; give all notices in accordance with the provisions of these Bylaws or as required by law; keep a register of the post-office address and email of each Board member and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to them by the President or by the Board members, and Vice President.

7.11 Detailed position descriptions for each member of the Board, including more detailed descriptions of the President, Vice President, Treasurer and Secretary and all other Board positions, as may be deemed necessary from time to time, are outlined in Appendix C. Some members of the Board may have voting rights, while other Board positions may be non-voting members as detailed in the specific descriptions of each position. These position descriptions may be updated from time to time, as deemed appropriate by the Board, without the need to update these Bylaws. Updates to the Board position descriptions may be incorporated in the next overall Bylaws revision.

# ARTICLE VIII

## VOLUNTEER TEAMS OR COMMITTEES

### VOLUNTEER TEAMS OR COMMITTEES OF BOARD MEMBERS

8.01 The Board members, by resolution adopted by a majority of the Board members in office, may designate and appoint one or more Volunteer Team or Committee, each of which shall consist of one Board member and serve from June to May. No such team or committee shall have the authority of the Board members. The designation and appointment of any such team or committee and the delegation thereto of authority shall not operate to relieve the Board members, or any individual Board member, or Individual Director of Bands, or Band Staff Member, of any responsibility imposed on it or him by law. Any member may be removed by the person or persons authorized to appoint such member whenever, in their judgement, the best interest of the Association shall be served by such removal.

(A) Volunteer Teams or Committee Members shall be current members of the Association in good standing and shall uphold the purposes expressly stated in Article II. Volunteer Teams or Committees shall include but not be limited to:

1. Scholarship Committee for the purpose of awarding Private Lesson and Senior Scholarships as outlined in Appendix A & B.

#### CHAIRPERSON

8.02 The President with the assistance of the Vice Presidents and Secretary shall appoint one member of each Volunteer Committee(s) as chairperson.

#### MID-YEAR VACANCIES

8.03 If a committee chairperson vacancy occurs, the President shall appoint a replacement, subject to majority Board approval.

#### QUORUM

8.04 Unless otherwise provided in the resolution of the Board members designating a committee, a two-thirds ( $\frac{2}{3}$ ) majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### ARTICLE IX

#### CONTRACTS, CHECKS, DEPOSITS AND FUNDS

9.01 The Board members may authorize any officer, agent or agents of the Association; 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 Association. Such authority may be general or confined to specific instances.

#### CHECKS AND DRAFTS

9.02 All debit cards, checks, drafts or orders for the payment of money, notes or other evidence of indebtedness in excess of \$1,500 issued in the name of the Association shall be signed by two Board members of the Association that shall include President, Vice Presidents and Treasurer.

#### DEPOSITS

9.03 All funds of the Association shall be deposited within 90 days of receipt to the credit of the Association in such banks, trust companies or other depositories as the Board members may select.

#### GIFTS

9.04 The Board members may accept on behalf of the Association any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Association.



## ARTICLE X

### BOOKS AND RECORDS

10.01 All expense receipts are required to be turned into the Treasurer by the last day of the month in which the expense occurred. The Association shall maintain electronic records of meeting minutes, financial reports, and membership data; and provide the same for inspection on five days' written notice at the registered or principal office with a second copy filed with the Secretary and President. All records shall be maintained for a period of 7 years.

### AUDIT

10.02 Annually in May and at at other time, if deemed necessary by the President, a majority of Board members, or the Director of Bands, an audit of the organization's financial records shall be conducted by an Audit Committee comprised of 3 appointed members who do not have specific authority to sign checks as prescribed by these Bylaws.

## ARTICLE XI

### FISCAL YEAR

11.01 The fiscal year of the Association shall begin on the first day of July and end on the last day of June each year.

## ARTICLE XII

### AMENDMENTS TO THESE BYLAWS

12.01 Amendments to these Bylaws require a majority vote at the scheduled meeting, with at least two days' notice provided to all members.

Certificate of Secretary

I certify that I am duly elected and acting Secretary of the Celina Band Boosters Association, and that the foregoing Bylaws constitute the Bylaws of the Association. These Bylaws were duly adopted at a meeting of the Board members held on the 10th day of March in 2025.

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Band Boosters Association, Secretary  
Kristi Kuehn

Witnessed By:

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Band Boosters Association, President  
Aleshia Ruehl

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Band Boosters Association, Vice President  
Amber Dunlap

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Band Boosters Association, Treasurer  
Jennifer Locke

Celina Band Boosters Association  
Bylaws Appendix A  
Private Lesson Scholarship Committee Guidelines

1. Private lessons' budgeted amount will be determined at the Board's annual budget meeting.
2. The agreed upon budgeted amount is provided to the Director of Bands to determine how to distribute to band students, on an as needed basis.
3. The Director of Bands provides private lesson invoices, which shall not exceed the budgeted amount, to the Treasure for payment.

Celina Band Boosters Association  
Bylaws Appendix B  
Senior Scholarship Committee Guidelines

A Senior Scholarship Committee will be formed each year in April to review applicants for the Celina Band Booster Association's Senior Scholarship program. The Senior Scholarship Committee will consist of 3 members including: 1 Non-Association Member, 1 Celina Band Booster Board member, and 1 Celina Band Booster Association Member named by the President, Vice President, and Secretary. The non-Association Member will serve as Chair. The Senior Scholarship Committee will meet to review the applications and award students who qualify. The Committee will have a budgeted amount to fund the scholarship(s). Any funds not awarded will be carried forward to the next year.

1. Budgeted amount will be determined at the s Board's Annual Budget meeting.
2. The Vice President will pass out applications in April and have them returned to the Director of Bands and ready for the Senior Scholarship Committee on the first day of May each school year.
3. The Director of Bands will utilize an application numbering system and thereby "blackout" applicants name and return applications to the committee chair.
4. The Senior Scholarship Committee will review applicants to determine eligibility. Student eligibility will be approved based on the following criteria:
  - a. 4 years of high school band participation;
  - b. Consistent display of positive attitude toward the band, band activities, other band members and it's leadership;
  - c. Consistent display of the "Pride, Trust and Respect" mentality and work ethic such as fulfilling band member responsibilities in the band hall, on trips, and a willingness to go the "extra-mile" to help others while keeping a good attitude.

Since the Association is a service organization, qualifications to apply for the scholarship do not include a student's individual performance accomplishments or leadership positions held in the high school band program.

Although it is the desire of the Association to award a scholarship(s) annually, if applicants do not meet the qualifications specified, a scholarship may not be awarded for that year. The amount of the scholarship(s) may vary from year to year.

Celina Band Boosters Association  
Bylaws Appendix C  
Board Position Descriptions

## **Executive Board**

### **President**

The President is the chief officer of the Association who, among other duties, will coordinate Booster activities and represent the membership in its interaction with the Band Director and professional staff, and act as the Association representative with school administration, school district officials, the Band Director and the public.

**Primary responsibilities of the President are:**

- Providing a good example for other students to follow.
- Ensuring that all members of the band council are executing their duties.
- Assisting other band council members in the performance of their duties as needed.
- Communicating with band staff regularly.
- Creating the Band Board and General Band Meeting Agendas.
- Leading and facilitating the Band Board and General Meetings including the Annual August meeting at High School Registration Day.
- Helping to coordinate and oversee overnight band trips and major events along with the Director of Bands.
- Helping to appoint committees where needed.
- Identifying potential parents who would be good candidates for the board.
- Communicating clearly and regularly with the other board members about meetings, updates from the Director of Bands, and other pertinent information.

### **Vice President**

Assumes the duties of the President in their absence and oversees follow up of all duties assigned at the board and general meetings. This includes checking in and updating board members who have missed a Band Board Meeting.

**The primary responsibilities of the Vice President are:**

- Assisting the President in the performance of duties.
- Helping with any additional details as assigned by the Director of Bands that is over and above the planned calendar needs.
- Assisting with meeting space prep such as setting up tables and chairs, as well as resetting band chairs and stands at the end of the meeting.
- Following up after each meeting with any board members who have missed to ensure all important information has been relayed.
- Leading and facilitating any meetings where the President cannot be in attendance.
- Following up on assigned action items from the board or general meetings.
- Acquiring end of year Band Directors appreciation gift.

- Assisting with the oversight of the UIL and Marching on the Hill Marching Contests.
- Monitoring and replenishing the First Aid supplies for the band.
- Monitoring and replenishing the extra supplies tub that travels with the band to outside games and competitions.

## **Secretary**

The Secretary prepares and publishes the minutes for all Executive Board meetings and all General Meetings. This individual also keeps an electronic record of such minutes including notes taken during the meeting as well as a copy of the published minutes and financial reports presented by the Treasurer(s).

### **Primary responsibilities of the Secretary are:**

- To record and electronically publish all Board Meeting minutes available to all executive board members.
- To record and electronically publish all general meeting minutes available to the general booster members.
- Having a general knowledge of the CHS Band Booster Association Bylaws and parliamentary procedure to ensure motions, decision making, and voting are accurately followed and recorded in the minutes.

## **Treasurer / Co-Treasurer**

The treasurer maintains the bank accounts, provides financial reports, and is responsible for the financial accounting of the booster board. If applicable, a co-treasurer processes all reimbursements according to the board bylaws and approval process, working closely with the treasurer.

### **The primary responsibilities of the Treasurer are:**

- Presenting the budget, accounts, and financial statements to the Executive Board and at all General Band Meetings, explaining key metrics and trends.
- Reconciling band statements regularly.
- Ensuring that there is enough money for monthly operations.
- Meeting with the Director of Bands annually to decipher the needs of the band and advising the Booster Association on preparing, monitoring, planning, and forecasting for the next budget year.
- Collecting and maintaining an accurate record of all financial transactions including income from events, membership fees, donations, other income deposits, and expenses.
- Preparing and sending in needed tax documents on time at the end of the fiscal year and to the CPA by August 15th in order to meet the organization's UIL, State, and Federal filing requirements. Taxes are due by November 15th.
- Working with the executive board and director of bands to adjust budget allocations as needed.
- Tracking fundraising progress and ensuring funds are properly allocated.
- Maintaining and updating the square website.

## **Events Coordinator**

Organize end of band camp party, Meet the Bobcats booth, refreshments for the spring and winter band concerts, Senior Night Banquet, Waffle Night, Homecoming, hype day, side by side rehearsals, band banquet, and hospitality rooms for any events hosted at Celina Middle or High School. This includes purchase of supplies, selection of vendors, décor, and registrations.

**The primary responsibilities of the Events Coordinator are:**

- Working with Celina ISD to secure a booth at Meet the Bobcats.
- Planning, organizing, and preparing for the end of Band Camp party.
- Securing event spaces such as the school cafeteria, parks, or any other outside facilities for use of events.
- Working closely with the volunteer coordinator in the recruitment of parent volunteer needs.
- Purchase and prep refreshments for all band concerts.
- Planning, organizing, and setting up for the end of year band banquet.
- Purchasing supplies, setting up, and cleaning up the judges and directors' hospitality rooms at events.

## **Food Coordinator**

The Director of Food manages the procurement and distribution of food and beverages needed for the marching and concert bands throughout the year.

**The primary responsibilities of the Food Coordinator are:**

- Preparing and serving food and beverages for band camp meals.
- Working closely with the Director of Bands to Plan, organize, and provide meals for football games, marching contests, UIL and Jazz contests, and any other outside travel.
- Working closely with the Volunteer Coordinators to recruit parents to help deliver food to each event.

## **Fundraising Coordinator**

The fundraising director oversees fundraising activities and recruits fundraising chairpersons as needed. These activities include the UIL Marching Contest, Marching on the Hill Marching Contest, Fan Pledge, Business Sponsorships, Yard Sign Fundraiser, and other fundraising activities agreed on by the board.

**The primary responsibilities of the Fundraising Director are:**

- Planning, organizing, and preparing materials for fundraisers.
- Advising the Band Board on appropriate Business Sponsorship incentives and leveled sponsorship requirements including creating sponsorship flyer guidelines.
- Distributing and collecting materials to and from Business Sponsors as needed.
- Retrieving payments and working with the Treasurer to manage deposits for monies received.
- Distributing any applicable deliveries to band members.
- Working with the volunteer coordinator to recruit parent volunteers as needed to aid in distribution of ordered items.
- Communicating clearly with the Director of Bands to foster collaboration and support needs.

## **Concessions Chair/Co Chair**

This individual is responsible for procuring items, setting up, and cleaning up concessions for football games, High School and Middle School Track, and all Marching and/or regional competitions held at the High School campus. (This also currently includes the concessions for regional events hosted at the Middle School once a year).

**The primary responsibilities of the Concessions Chair are:**

- To purchase, pickup, and deliver all concessions items needed for each event.

- Working closely with the school staff to ensure the organization is meeting the necessary requirements for staffing and work hours, as well as coordinating to procure keys to open and lock the concessions.
- Working closely with the Volunteer Coordinator to define concession staffing needs as well as all proper training including square terminals, underage volunteer requirements, closing cash protocols, and inventory maintenance as needed.
- Closely monitor supplies and keep inventory as it is appropriate, especially if there are other items in the concession purchased by the school or other groups.
- Storing purchased or leftover items in a safe environment.
- Assuring that all square terminals are charged and ready for use at each event.
- Working with the treasurer to ensure that change for the cash box is received from the bank for use at the event.

### **Middle School Coordinator**

The Middle School High Coordinator/ Co Coordinator is responsible for communicating regularly with the Middle School Band Directors to assess needs, support, resources, and fundraising opportunities.

#### **The primary responsibilities of the Middle School Coordinator are:**

- Reporting any new information, needs, or concerns of the Middle School band at each board meeting and general meeting as necessary.
- Working with the volunteer coordinators to get parent volunteers or chaperones for each Middle School event.
- Helping to recruit committees to assist with Middle School Fundraising as needed.
- Working with the Middle School Band Director to find out yearly needs such as supplies, meals, snacks, and other items that will help support them in a successful music program that is within the estimated yearly middle school budget.

### **Volunteer Coordinator/ Co Volunteer Coordinator**

Responsible for recruiting band parent volunteers to assist with specific tasks at home football games, marching band competitions, local parades, concession stand, serving meals, and any other events that need parent volunteers. Assign volunteers to supervise students on buses to and from events outside of CHS as needed by the Director of Bands.

## **Non-Voting Executive Board**

### **Parliamentarian**

The Parliamentarian is responsible for enforcing the rules of procedure at the executive and all meetings of the Boosters, as well as heads a committee to recruit individuals for the next year's proposed board.

### **Social Media and Communications Chair**

The social media chair is responsible for maintaining and creating posts for the band booster Facebook. In addition, this individual will oversee or handle the maintenance of information on the Booster section of the Celina Band website including posting volunteer opportunities and signup genius, general meeting dates, and registrations links.



## **Non-Voting Support Positions**

### **Color Guard Liaison**

The VP Color Guard represents the Color Guard and Winter Guard, coordinates volunteers for Winter Guard competitions and meals for events. They are also responsible for regularly communicating with the Color Guard Director to assist with any needs.

#### **Primary responsibilities of the Color Guard Liaison are:**

- Communicating regularly with the Color Guard Director to assess needs.
- Scheduling and overseeing meal pickup for winter guard competitions.
- Communicating with Color Guard and Winter Guard parents to include important information.
- Coordinating any Color Guard events or meetups.
- Recruiting volunteers for Winter Guard meal pickup or competition prop crew needs.

### **Senior Liaison**

The Senior Liaison works to communicate with parents about important information specific to High School Seniors. They will create a platform such as Group Me in addition to email to communicate with parents where all information can be easily accessed. Communication will include information about Senior pictures and posters, Senior Night festivities and banquet, and Scholarship information.

### **Section Representatives/Liaisons**

There is one representative for each instrument section. This representative is a primary point of contact for parents that have a student in that instrument section and represents the concerns of these parents to the board. These section representatives are responsible for communication from the board and general booster meetings, as well as providing regular communication of volunteer opportunities that they may be able to serve in together. The section liaison should hold at least one event per year to help create community among the students and parents in that section.

### **Financial Auditor Committee**

A committee of (2/3) auditors will be appointed by the Executive Board to perform an annual financial review of all bank statements, board accounts and controls or procedures. This includes verifying all organization requirements for transactions have been properly approved, recorded, and reconciled for the year. Auditors will also check to see that the taxes were accurately recorded and properly filed on time. The audit must occur (General date/month).

### **Director of Equipment and Maintenance**

The Director of Equipment and Maintenance manages the adult and student equipment and staging crews in regards to setup and tear-down, as well as the transportation of these items. The director oversees the maintenance, repair, construction and/or purchase of equipment, as well as other needed items for the equipment.

### **Spirit Wear Coordinator**

The Spirit Wear Coordinator manages the creation, marketing, sale, and distribution of all spirit wear, such as the items on the booster square web store and State T-shirts. This involves the ordering of attire for stock and online stores, setting up at Meet the Bobcats, some of the first High School Football games,

concerts, and other appropriate events determined by the board. The Spirit Wear Coordinator will report vendor pricing and help advise the board on resale pricing.

### **Trip Chaperones**

Parents travel with the band on airplanes and buses. Parents are assigned a specific group of students to supervise, including keeping the students updated on daily plans, checking in with the students at regular intervals, and making sure that all students are in their rooms at the appointed time. The chaperones are the first point of contact if there are issues and notifies the nurse or band director as appropriate. All chaperones must be background checked and approved by the Director of Bands. Chaperones must maintain a positive attitude, be a good representative of the Celina Band Program, and follow all of the expectations set by the school and Celina Band program.