

REDHAWK BAND BOOSTERS ASSOCIATION, INC.
BY-LAWS
Adopted May 2006 – Amended in July 2011 – Amended in April 2014
Adapted August 2019

ARTICLE I – DEFINITIONS

“Association” or “RBBA” shall both mean and refer to the Redhawk Band Boosters Association, an independent non-profit organization, organized to support the band program at Liberty High School in Frisco, Texas, USA.

“Band” shall mean and refer to any group assembled by the band director either as a class or as a school-sponsored activity, including, but not limited to, Marching Band and Color Guard students.

"Board" shall mean and refer to the elected officers and appointed committee chairs of Redhawk Band Boosters Association, Inc.

“Executive Board” shall mean and refer to the elected Officers of the Redhawk Band Boosters Association, Inc.

“Members” shall mean and refer to any person or legal entity who has paid their annual RBBA Booster Dues.

“Parents” shall mean and refer to any legal parent and/or guardian of Liberty High School Band or Color Guard student regardless of membership in the RBBA, Inc.

“Staff” shall mean and refer to employees of Liberty High School who are responsible for the band program, which include, but are not limited to the band directors, band instructors, color guard director, and school administration.

ARTICLE II – NAME

The official name of this organization shall be **REDHAWK BAND BOOSTERS ASSOCIATION, INC.** The RBBA may also do business as the Liberty High School Band Boosters, including any designation by vendors as “Frisco Liberty.”

ARTICLE III – MISSION

It is the mission of the Redhawk Band Boosters Association, Inc. to support the mission of Liberty High School Band which is “to inspire both great musicianship and ‘peopleship’ equally”.

ARTICLE IV – OBJECTIVES

The Association is an independent non-profit organization, organized to support the Band at Liberty High School in Frisco, Texas, USA, and dedicated to achieving the following objectives:

- A. To provide a positive environment for students' educational, artistic, and personal growth.
- B. To promote a closer relationship between the parents, students, and staff, in an atmosphere of mutual cooperation, support, and respect.
- C. To provide physical, moral, and financial support and resources to Band activities by encouraging involvement in volunteering and participation in fundraising efforts.
- D. To promote and recognize the Band and its students' accomplishments.
- E. To promote a spirit of fellowship and goodwill with all areas of the school and at all times encourage our students to be the best ambassadors possible for Liberty High School and the Frisco Independent School District.

Activities of the Association shall not conflict with University Interscholastic League rules. The organization is organized for charitable purposes within the meaning of Section 509(a)2 of the Internal Revenue Code.

ARTICLE V – METHODS

- Section 1** The Association shall strive to achieve the objectives of the Association by assisting in logistics and providing support through projects and contributions.
- Section 2** The Association shall be noncommercial, nonsectarian, nonpartisan, and nondiscriminatory.
- Section 3** The Association shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- Section 4** No part of the net earnings of the organization shall be distributed to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE VI – MEMBERSHIP AND DUES

- Section 1** Any person who supports the objectives of the Association and is willing to uphold its policies and subscribe to its By-Laws may become a member.
- Section 2** Membership dues shall be determined by the Board each year.
- Section 3** Membership dues are charged per family annually.

ARTICLE VII – BOARD MEMBERS AND THEIR ELECTION

- Section 1** The voting members of the RBBA Board shall consist of five elected Officers and Committee Chairs.
- Section 2** Board members must be current RBBA members.
- Section 3** The elected Executive Board Officers of the RBBA Board consist of the following and may NOT be occupied by current employees of the Frisco Independent School District (pursuant to FISD regulations):
- President
 - 1st Vice President of Volunteers
 - 2nd Vice President of Fundraising
 - Treasurer
 - Secretary
- Section 4** Committee Chair positions are appointed by the President and approved by a majority vote of the Board Officers. An individual or a team of individuals regardless of relationship may fill these offices except for Chair: Meals which may not be members living in the same household. Committee Chairs shall include, but as need may arise, not limited to the following:
- Chair: Audit & Bookkeeping
 - Chair: Banquet
 - Chair: Color Guard Liaison
 - Chair: Communications
 - Chair: Corporate Sponsorships
 - Chair: Football Concessions
 - Chair: Fundraising Events
 - Chair: Meal Services & Water
 - Chair: Membership & Registration
 - Chair: Percussion Liaison
 - Chair: Roadies & Props
 - Chair: Scholarships
 - Chair: Social Events
 - Chair: Spirit Sales
 - Chair: Uniforms
- Section 5** The Director of Bands, or designee, shall serve as an ex-officio member of the Board.
- Section 6** Each officer and committee chair must be a current member of the Association.
- Section 7** All officers shall be elected annually before April 30th.
- Section 8** A person shall not be eligible to serve more than two consecutive terms in the same office or chair position unless approved by 2/3 vote of the Board.
- Section 9** The President shall appoint a Nominating Committee to present a slate of officers prior to the election of officers.
- Section 10** A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board, due notice (at least 7 days) of such election having been given. If a vacancy occurs in the office of President, the 1st Vice President of Volunteers shall serve the remaining term. Should a multiple vacancy (e.g., both the

President and 1st Vice President of Volunteers) occur, the succession of offices will be determined by the Board.

Section 11 Any officer whose child ceases to be a member of the Band or Color Guard program shall resign, and a new officer shall be elected in accordance with Article VII, Section 10.

Section 12 Terms for officers are July 1 thru June 30.

Section 13 Two persons residing in the same household may not serve in President, 1st Vice President – Volunteers, 2nd Vice President – Fundraisers, or Treasurer concurrently, therefore will not both be signers on the RBBA bank account.

ARTICLE VIII – RESPONSIBILITIES OF BOARD OFFICERS AND COMMITTEE CHAIRS (“BOARD MEMBERS”)

Section 1 General Expectations

Board members shall miss no more than two consecutive scheduled Board meetings. Should that instance arise, the Board shall reserve the right to remove that member from office based on a three-fifths majority vote of the Executive Board.

Board members shall conduct themselves morally, ethically, and with integrity at all times.

Board Members shall respond to communications and complete assigned tasks in a timely manner.

Board member terms are from July 1 to June 30 (Fiscal Year) with a month-long transition in June for new member orientation purposes.

Board members shall maintain records of their job duties and responsibilities throughout the year to assist future members understand their roles.

If a Board member consistently fails to comply with these By-Laws and Standing Rules, the Officers reserve the right to remove that member from office based on a three-fifths majority vote of the Executive Board.

Outgoing Board members shall serve as mentors to the incoming Board members. This mentoring period will begin after the elections and may continue until the end of their term as outlines in Article VII, Section 12.

Section 2 Responsibilities of the Executive Board (Officers)

A) President:

1. Set the agenda and preside over all meetings of the board and/or Association and have such other duties and powers as may be given by the Board.
2. Review all legal and insurance documents and By-Laws to ensure that the Association is acting in compliance with current federal, state, local, and district laws and regulations.
3. Oversee all aspects of the Association, ensuring that the Association is working to support the Directors and students and promote the band and guard program.
4. Appoint members of a Nominating Committee for elections.
5. Appoint committee chair positions as necessary.
6. Serve as a liaison between the Association and Directors.
7. Work closely with the Directors to review fundraising, budgeting, proposed projects, and events.
8. Work closely with the Director of Bands and the Treasurer to develop and present a proposed budget to the Board in June.

9. Appear at most functions where Boosters are working to be available for anything the Directors, students or Boosters may need.
10. Ensure all board positions are filled and members have the information and tools necessary to complete their duties.
11. Assure that all orders and resolutions of the Board are carried into effect and shall perform all other duties necessary or appropriate to the office.
12. Sign and execute all deeds and agreements and other formal documents in the name of the Association.
13. Maintain a “master binder” containing necessary documents and records of all Association activities and meetings as well as current by-laws, tabbed sections with detailed information for each event/fundraiser and generally any information that is helpful for the organization to keep as reference.
14. Have access to all records (student, board, staff) necessary to carry out this role.
15. The President shall be one of the three designated signers on all accounts and official documents as needed.
16. Communicate with the band and guard families throughout the year.

B) 1st Vice President - Volunteers:

1. Perform duties assigned by the President or the Board.
2. In the President’s absence, the 1st Vice President – Volunteers shall perform the duties of the President.
3. Shall have the authority to perform any duties assigned by the President or Board and have access to all records (Student, board, staff) necessary to carry out this role.
4. The 1st Vice President – Volunteers shall be one of the three designated signers on all accounts and official documents as needed.
5. Develop volunteer plans for each event throughout the school year and help secure volunteers for those events, upload volunteer needs to CHARMS with appropriate descriptions and positions.
6. Communicate frequently with Association members regarding volunteer opportunities and provide nametags for volunteers.
7. Develop and maintain list of volunteers, along with accurate and complete records of all background check verification.
8. Coordinate assignments of volunteers at each event, assuring appropriate communications of expectations, hours and duties/responsibilities.
9. Manage volunteer sign-ups at registration and other events as required.

C) 2nd Vice President – Fundraising:

1. Work closely with the Band Directors, Treasurer, and President to create a calendar and plan for fundraisers for the year.
2. Establish committees (which may or may not be led by appointed chairs) for each major fundraiser, ensuring their execution and success. Events include, but may not be limited to, spirit sales, Band Blitz, cookie/pie sales, silent auction & dinner, and various Liberty Guard fundraisers.
3. Work closely with Treasurer to ensure accurate accounting of all fundraiser monies.
4. Obtain any necessary permits or contracts needed for each fundraising event.
5. Maintain master file of fundraiser approval forms from the school as well as any contracts from vendors.
6. Coordinate with all appropriate Board Chairs to assure appropriate communications, publicity and volunteer plans are developed.
7. Assist with on-site planning and coordinate set-up as appropriate.
8. Shall have the authority to perform any duties assigned by the President or Board and have access to all records (Student, board, staff) necessary to carry out this role.

D) Treasurer:

1. Collect and deposit all fees, have custody of all funds, and keep full and accurate accounting records in accordance with the Association By-Laws (Article X and Appendix A) and shall deposit all funds to the credit of the organization.
2. Retain possession all books at all times and prepare and provide read-out on all financial activities at each meeting of the board.
3. Have the authority to perform all duties of the role and have access to all records (student, board, staff) necessary to carry out this role.
4. The Treasurer shall be one of the three designated signers on all accounts and official documents as needed.
5. Work with Director of Bands and President to establish annual budget to be voted on by the board.
6. Maintain records of all financial transactions for the band.
7. Receive, record, and deposit all revenue for the band.
8. Prepare and provide monthly financial reports to the board.
9. Ensure all invoices are paid in a timely manner.
10. Ensure all material is provided to accountant for filing of annual tax forms.

11. Abide by all standing rules and financial procedures as written in the by-laws (Appendix A).
12. Secure petty cash when needed for concessions and spirit sales.
13. Attend all monthly meetings of the board.
14. Provide periodic financial statements to band members that reflect any outstanding debits or credits.
15. Submit all files in an orderly fashion for mid-year and end-of-year audits.

E) Secretary:

1. Maintain complete and accurate minutes and attendance records for all meetings of the RBBA Board and complete and accurate minutes for all meeting of the general membership.
2. Have the authority to perform all the duties of this board and will perform this and other duties as assigned by the President or the Board.
3. The Secretary shall abide by association By-Laws with regards to communication of meeting minutes.

Section 3

Responsibilities of Committee Chairs

A) Auditor and Bookkeeping

1. Work closely with the President and Treasurer to track all expenses and deposits as they appear on the monthly bank statements.
2. Complete an audit report mid-year (January) and end-of-year (July) and report findings to the board.
3. Organize, maintain, and retain all files and records related to finance.
4. Oversee adherence to Appendix B guidelines regarding Auditor and Bookkeeping procedures.

B) Banquet

C) Color Guard/Winter Guard Liaison

1. Act as primary liaison for communications between the Color/Winterguard Director, students, parents and guard.
2. Communicate to students, Director of Guards and Guard parents to facilitate appropriate flow of information with regards to board-related matters.
3. Develop food plan and forms for Winterguard, assuring appropriate food service for all competitions.

4. Act as chaperone or find suitable volunteer for all Guard events and competitions.
5. Have the authority to perform all duties of the role and have access to all records (student, board, staff) necessary to carry out this role.
6. Work with the Director of Guards, Director of Bands, President, and Treasurer to develop registration forms and fundraising plans for the Liberty Guard.
7. Communicate with RBBA Board the financial and volunteer support needed for the guard.
8. Work with 1st Vice President – Volunteers to coordinate volunteer needs at Winter Guard events.
9. Organize and implement fund raising opportunities for Guard.
10. Communicate with Guard parents about any social activities for parents.
11. Work with the Director of Guards to coordinate ordering of Guard-related spirit items.
12. Work with Director of Guards to assist with any special projects.

D) Communications

1. Maintain the band website, Facebook page, and other social media sites as applicable with accurate and current information.
2. Provide support for fundraisers and other events through online marketing, flyers, etc. as needed.
3. Communicate regularly with directors and board to determine marketing needs.
4. Communicate with Band Student Media Team and photographers to arrange for photographic records of band happenings throughout the year.

E) Corporate Sponsorships

1. Using the Sponsorship Prospectus, approach and guide discussions with potential sponsors and donors.
2. Develop relationships with potential donors over a substantial period of time.
3. Calls, letters and approaches should focus on the band's needs and present potential ways to help.
4. Coordinate donations for North Texas Giving Day.
5. Update statistics (provided by the Executive Board and Director of Bands) and information in Sponsorship Prospectus.
6. Provide monthly status reports in RBBA meeting either in writing or in person.

F) Concessions – Memorial

1. Manage opening and closing of concessions for all home games at Memorial Stadium.
2. Serve as the Association liaison to the district concessions committee, upholding responsibilities of RBBA to district, and communicate needs of district to RBBA.
3. Maintain a Frisco safe food handler certification.
4. Attend all district meetings regarding concessions as needed.
5. Work closely with 1st Vice President – Volunteers to coordinate volunteers working in the stand.
6. Ensure proper food preparation, safety, equipment maintenance, and cleaning for each game.
7. Oversee inventory at beginning and end of each game, make shopping list to replenish inventory, and ensure restocking is completed before the next game.
8. Ensure copies of all deposits, inventory purchases, and petty cash receipts are maintained for distribution to the custodial school.
9. Arrange with Treasurer to have petty cash in stands at beginning of games.

G) Concessions – The STAR and TOYOTA Stadiums

1. Manage opening and closing of concessions for all home games at TOYOTA Stadium, the STAR, or other larger venue home games.
2. Serve as the Association liaison with concessions management at the venue.
3. Maintain a Frisco safe food handler certification.
4. Attend all district meetings regarding concessions as needed.
5. Work closely with 1st Vice President – Volunteers to coordinate volunteers working in the stand.
6. Ensure proper food preparation, safety, equipment maintenance, and cleaning for each game.
7. Work with venue concessions staff to complete inventory.
8. Manage cash register accounting at half time and end of game reporting results to RBBA Board.

H) Meal Services

1. Work with food vendors to establish meal plans for all band members and directors for all games and contests throughout marching season,
2. Act as authorized agent of RBBA to negotiate best prices for meals and submit plan to board for approval.
3. Provide meal plan order form including scheduled food providers and costs before registration day,
4. Collect and place orders and ensure timely delivery of food and water to school, game, or competition site as indicated by the directors.
5. Coordinate the selection and set-up of meal service area at all meal distribution locations and communicate that information to the Directors.
6. Utilize assistance of food distribution volunteers to match meals to students.
7. Work closely with Treasurer to ensure all vendors are paid in a timely manner.

I) Membership and Registration

1. Establish and lead a committee to plan and execute the activities of registration day,
2. Work with Directors, President, Treasurer, and 1st VP to ensure all forms (band fees, required and optional merchandise sales, volunteer registration, meal plans, guard fees, photos, summer socials signups, fundraising info/signup) and volunteers are in place for registration day.
3. Assist in the development of an efficient traffic flow for students and parents at registration event.
4. Manage assignment of parent and student volunteers for registration event.
5. Coordinate with meal services team to arrange for delivery of lunch to volunteers on registration day (if necessary).
6. Ensure that all students have completed their Charms information in accordance with director expectations and needs.
7. Keep registration records and follow up on missing forms, information and students who missed registration.
8. Organize and oversee make-up registration day.

J) Percussion Liaison

1. Work with the Director of Percussion to facilitate communication with parents.
2. Work with 2nd Vice President – Fundraising to solicit and establish fundraising opportunities to benefit the percussion section and students.
3. Work with 1st Vice President – Volunteers to establish volunteer support needs for percussion related activities.

K) Pit Crew and Props

1. Work with directors to develop prop building plan for marching and winter guard seasons.
2. Oversee building (if asked to build by director) of props during the summer and maintenance of props during competition seasons.
3. Manage the parent volunteer team assisting with truck loading/unloading, equipment delivery and setup for each game and competition.

L) Roadies

M) Scholarships

1. Position must be filled by adult who does not have a child eligible for scholarship during the current year.
2. Communicate guidelines to seniors in early fall.
3. Complete Pass Through Questionnaire (application) with FEF by November.
4. Submit names of eligible seniors according to Appendix C of the RBBA By-Laws to FEF in January.
5. Confirm with RBBA Board to determine quantity and amount being awarded.
6. Ensure scholarship funds payment is submitted with necessary percent management fee to FEF before deadline.
7. Pick up scholarship award certificates from FEF office (May).
8. Coordinate distribution of scholarships at end of the year band banquet.

N) Socials

1. Work with band leadership team and directors to plan and execute band socials for the year, including, but not limited to, summer socials, pool party, Senior Night and Volunteer Parent Social.

2. Coordinate volunteer recruitment and communications with 1st Vice President – Volunteers to assure appropriate volunteer positions are filled for each event.
3. Assist with Banquet and Spring Swing planning as needed.
4. Negotiate all contracts to best rate and present to board for discussion and approval.

O) Spirit Sales

1. Work with Directors and President to develop spirit merchandising plan for the next year.
2. Oversee ordering, inventory, and sale of merchandise.
3. Keep accurate records of sales and inventory.
4. Coordinate sales of merchandise at select home football games and other events as determined potentially profitable by the board (Band Registration Day, Redhawk Rally).
5. Provide regular financial and inventory reports to the Treasurer and Director of Bands.
6. Coordinate deposits and petty cash for sales with Treasurer.
7. Pickup and Deliver spirit wear merchandise ordered from online stores to students.

P) Trunk R Treat

1. Work closely with Directors to confirm plans for the event.
2. Purchase necessary items for the Board booth.
3. Contact outside food and drink vendors to attend the event.
4. Act as liaison with 1st Vice President - Volunteers regarding volunteer needs.
5. Set-up and oversee the RBBA booth on the evening of the event.
6. Contact and arrange for presence of uniform officers at event.

Q) Uniforms

1. Work in conjunction with the band directors and Band Leadership Team (BLT) VP of Uniforms to assist woodwind, brass and percussion band students with their uniform needs.
2. Coordinate fitting for and assigning of all necessary marching uniforms and hats as well as summer uniform items.

3. Record all data into the band Google master spreadsheet and record uniform assignments in CHARMS.
4. Coordinate with the band directors regarding timelines and specific dates for fitting, measuring and sizing.
5. Coordinate with an outside vendor to schedule measuring of students regarding concert attire items.
6. Organize and manage the parent volunteer uniform wash team.
7. Assist with pre-game and pre-competition uniform inspections.
8. Assist with uniform wash day pick up/uniform distribution.
9. Recruit and organize parent volunteers as needed.
10. Regular and ongoing maintenance and organization of the uniform room.

R) Water

1. Work closely with meal team to determine weekly needs and schedule for water distribution.
2. Pick up cases of water weekly from selected store and deliver to band hall each week during marching season.

ARTICLE IX – MEETINGS AND VOTING

- Section 1** Regular meetings (general meetings) of the Association are open to the public shall be held at least two times a year, called by the President. Members present shall constitute a quorum for the transaction of business at any general meeting of the Association, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as 72-hour notification via electronic means, website, letter, or announcement in class. Only RBBA Members shall be able to introduce motions, engage in discussion, and vote at the general meetings.
- Section 2** The Board shall meet monthly. Fifty percent plus one additional member of the Board shall constitute a quorum for transaction of Board business. For purposes of Board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the Board present. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes, which are published after board approval. This will include individual votes cast, totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) electronic, phone, or face-to-face voting.
- Section 3** Special meetings may be called by the President or members of the Board, as necessary, provided all Board members are properly notified. Notification may be via phone calls or electronic means.

ARTICLE X – BUDGETING AND EXPENDITURE AUTHORITY

- Section 1** The Board shall have authority to allocate assets of the organization in support of the stated objectives.
- Section 2** The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year.
- Section 3** No unbudgeted expenditures shall be made without approval of two-thirds vote of the Board.
- Section 4** The Treasurer shall have custody of all funds of the Association.
- Section 5** Signers on the RBBA Bank account are the President, 1st Vice President – Volunteers, and Treasurer.
- Section 6** Two authorized signatures shall be required on all checks over the amount of \$500. Members of the same household cannot be signers on the RBBA account.
- Section 7** The fiscal year of this organization shall begin July 1 and end June 30 per IRS regulations governing our 501(c)3 status.
- Section 8** Two summative financial audit reports shall be presented to the Board in January and July. Audits shall be ongoing throughout the fiscal year conducted by the Chair: Audit and Bookkeeping.
- Section 10** The Treasurer is responsible for overseeing the filing and maintaining all IRS forms (W9, 990, 1099-MISC, 501c3, etc.). Taxes are filled annually with the IRS.
- Section 11** Treasurer must maintain a cohesive, comprehensive and accurate financial record which is outlined in the Treasurer manual.
- Section 12** Sitting Treasurer will turn over all records to incoming Treasurer at the beginning of the new term.

ARTICLE XI – STANDING AND SPECIAL COMMITTEES

- Section 1** Such standing and special committees shall be created by the Board as may be deemed necessary to promote the objectives and carry on the work of the Association. All committee work shall be undertaken with the consent of the Board. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work.
- Section 2** The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE XII – PARLIAMENTARY AUTHORITY

- Section 1** Robert’s Rules of Order (Revised) shall govern this Association in all cases when applicable.
- Section 2** The President may appoint a Parliamentarian from the membership to rule on procedure.

ARTICLE XIII – AMENDMENTS

- Section 1** By-Laws may be amended by committee and voted on approved by two-thirds vote by Redhawk Band Board or a two-thirds vote during a general meeting, providing notice of the proposed amendment shall have been given. For the purposes of this section, due notice shall be defined as notification via electronic means, website, phone call, written letter, phone call, or discussion at a General Meeting. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote at a meeting of the Association, or by a two-thirds vote of the Board.

APPENDICES

- A – Financial Procedures / Standing Rules
- B – Audit Guidelines and Checklist
- C – Senior Scholarship
- D – Conflict of Interest Policy
- E – Articles of Dissolution

REDHAWK BAND BOOSTERS ASSOCIATION, INC.
BY-LAWS – APPENDIX A
Financial Procedures/Standing Rules
Adopted March 2014 – Adapted September 2019

ACCOUNTING

1. Nonsufficient Fund Checks – The fee charged by the bank will be charged to the individual writing the check to be recouped by the Association.
2. Nonsufficient Fund Checks – Requests for the outstanding chargeback to the RBBA will be conducted by the President or Treasurer.
3. Deposits must be counted by two, non-married booster officers/members; preferably after an event (i.e. concessions, etc.).
4. Withdrawals for Cash must be written by check and documented for which event in memo line.
5. Financial report must be provided and presented by Treasurer at the monthly meeting and be available upon request.
6. All deposits must include a deposit slip and must document the source of deposit (concessions, spirit wear sales, etc.) or purpose of the funds (registration, spring trip, etc.) using all appropriate accounting codes.
7. Summative financial report must be created within two weeks of end of Fiscal Year.
8. Verification that electronic account funds (Paypal™, Square™, Stripe™, etc.) have been transferred over to the RBBA main checking account each month by President and Treasurer. Receipt of such transaction(s) must be included to document the transaction.
9. Items purchased with RBBA funds remain the property of the RBBA and Band program and should be considered assets. Future sales of this property will be at the discretion of the Board and must be discussed on a case-by-case/item-by-item basis.

AUDITING

10. Bank Statements - The President and Auditor shall, on a monthly basis, review and approve the bank statements and other financial accounts. The President, Auditor, and Treasurer cannot be spouses or relatives.
11. Detailed records of all revenue generated must be included as documentation for audit purposes.

AUTHORIZATIONS

12. Signatures on Bank Account – The Treasurer, President and 1st Vice President - Volunteers have signature authority on bank account.
13. Establishing Signature Authority – At the conclusion of the May meeting and prior to the June meeting the Treasurer, President and 1st Vice President must take a copy of the meeting minutes where new officers are elected into office and official photo identification to revise the signatures on the bank account.
14. All expenditures over \$500 must have two approvals. Approvers are Treasurer and either the President or 1st Vice President – Volunteers. If payment made via Check, two signatures are required. If paid via Debit Card or Online Bill Pay, email approval from President or 1st Vice President – Volunteers must be obtained as the second approver and kept in the records.
15. Each year the automated alert system offered by the bank must be verified that automated e-mail alerts are being sent to the Treasurer, President and 1st Vice President – Volunteers when debits or expenditures to the account over \$500 are made. This is an electronic feature offered by the bank to keep the booster representatives informed of large expenditures, so they can ensure they were approved by two people.
16. Money raised through fundraising activities and Booster Membership Fees may be used as financial aid for Band students to participate at the discretion of the RBBA and in consultation with the Director of Bands. Eligibility for financial aid is determined by Director of Bands and not the RBBA.
17. All expenditures must have proper documentation. Payments should be made based on invoices, not Order Numbers or Quotes.

TAXES

18. Sales Tax Form – Treasurer must file annual Texas Sales Tax Form to the Secretary of State by the filing deadline.
19. IRS Tax Filing – Treasurer must contact the contracted CPA within 5 business days of final statements and proceed with filing of tax return by tax deadline.

REDHAWK BAND BOOSTERS ASSOCIATION, INC.
BY-LAWS – APPENDIX B
Audit Guidelines and Checklist
Adapted September 2019

POSITION OBJECTIVE

To assure the membership of RBBA that the association resources/funds are being managed in a business-like manner with procedures and safeguards established. To offer review in order to prevent fraud and misuse of funds.

- To ensure proper documentation/records/receipts exist for all activity as they appear on bank statements.
- To keep and file all records relating to finance.
- To prepare mid-year and end-of-year audit reports for RBBA board and director review.

MATERIALS NEEDED

1. List of executive board
2. Minutes of the executive board meetings that include an adopted budget and any amendments that were approved during the year.
3. Budget details with categories/subcategories.
4. Monthly bank statements.
5. Copies or emails of paid invoices/receipts/requests.
6. Check carbons from completed checkbooks.
7. List of active debit cards and who has possession.

PROCEDURES FOR REVIEW OF MONTHLY STATEMENTS WITH CHECK IMAGES

1. Verify two signatures on all checks over \$500.
2. Verify no blank checks were signed.
3. Verify all check numbers are accounted for (voids, outstanding checks).
4. Locate documentation for all withdrawals on statement – record cleared date.
5. Verify payees were paid correct amounts (no duplicate payments, check for mathematical accuracy).
6. Verify deposits were made promptly and accurately.
7. Verify receipt of funds earned from concessions.
8. Verify that sales tax was not reimbursed.
9. File all paper records in correct categories in band's files.
10. Maintain financial records in storage going back 7 years.
11. At the end of fiscal year, purge and shred financial files older than 7 years.

REDHAWK BAND BOOSTERS ASSOCIATION, INC.
BY-LAWS – APPENDIX C
Senior Scholarship Standing Rules
Adopted September 2019

- A. The Frisco Education Foundation (FEF) is responsible for selecting and managing the scholarship award. The FEF will receive applications, determine eligibility, advertise the availability and distribute funds. The Liberty High School Redhawk Band Boosters Association (RBBA) submits criteria, but does NOT select scholarship recipients.
- B. The award is a one-time lump sum of \$500.
- C. The following criteria are used to determine eligibility:
 - a. The student is a graduating senior and a member of the Liberty HS Redhawk Band.
 - b. The student has a minimum GPA of 3.0.
 - c. The recipient's family must be a current member of the Redhawk Band Boosters Association.
 - i. Class of 2020, RBBA membership will be required for senior year.
 - ii. Class of 2021, RBBA membership will be required for junior and senior years.
 - iii. Class of 2022, RBBA membership will be required for sophomore, junior and senior years.
 - iv. Class of 2023 and beyond, RBBA membership will be required for all 4 years.
 - v. For student who joins the Liberty HS Redhawk Band later in the program, RBBA membership is waived for the year(s) the student is not a member of the band.
 - d. The student must have volunteered for a minimum of 10 hours from January of junior year to December of senior year (example: for Class of 2020, from January to December of 2019). 5 hours must be with Liberty HS Fine Arts programs (Band, Orchestra, and related activities). The student needs to keep track of their service hours in x2vol which is available through Liberty HS. A printout of the pdf file of the service hours from x2vol must be provided to the Scholarship Committee Chair. Only hours that have been verified in x2vol will be counted.
 - e. Financial need is not a requirement.
 - f. The funds may be used for any furthering accredited education programs; such as 4-year university, junior college, trade or technical school, etc.
 - g. The student must be in good financial standing with no outstanding fees due to the band.

REDHAWK BAND BOOSTERS ASSOCIATION, INC.
BY-LAWS – APPENDIX D
Conflict of Interest Policy
Adopted November 2007 - Adapted September 2019

ARTICLE I – PURPOSE

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II – DEFINITIONS

1. Interested Person

Any officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Association has a transaction of arrangement,
- b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
- c. A potential ownership or investment interest, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III – PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV – RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including and alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V – COMPENSATION

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI – ANNUAL STATEMENTS

Each officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII – PERIODIC REVIEWS

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangement and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII – USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Association may, but need not, use outside advisor. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

REDHAWK BAND BOOSTERS ASSOCIATION, INC.
BY-LAWS – APPENDIX E
Articles of Dissolution
Adopted October 2019

ARTICLE I – PURPOSE

ARTICLE II – PROCEDURES

Vote to Dissolve – established voting process in By-Laws (2/3 of voting rights members for Texas)
Distributing Assets
Tax Filings (Secretary of State)
Collect accounts receivable
Pay outstanding debts