



**Mustang High School Band Booster Club
BYLAWS 2026**

ARTICLE I

**NAME, PURPOSE, PARLIAMENTARY AUTHORITY, REVISIONS, AMENDMENTS
& NONPROFIT STATUS**

Section 1. Name

The name of this organization shall be the *Mustang High School Band Booster Club* ("the Booster Club").

Section 2. Purpose

The purpose of the Booster Club is to support and enhance the musical education and experiences of students enrolled in the Mustang High School Band Program through fundraising, volunteer service, advocacy, and community engagement.

Section 3. Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the Booster Club in all cases in which they do not conflict with the constitution and bylaws of this organization.

Section 4. Amendment Authority

These bylaws, with the exception of annual membership dues, may be amended by a two-thirds (2/3) vote of the active members physically present at a regular or special meeting, provided that proper notice of the proposed amendment has been given. Fourteen (14) days written notice must be provided by the President of a meeting at which proposed amendments to the bylaws may be submitted to the membership for the purpose of placing on the agenda.

Section 5. Nonprofit Status

The Booster Club shall operate as a nonprofit organization in compliance with applicable federal and Oklahoma state laws and shall maintain its tax-exempt status under IRS regulations.

ARTICLE II MEMBERSHIP

Section 1. Eligibility

Membership shall be open to parents/guardians of students active in any Mustang High School band program.

Section 2. Dues

Annual membership dues shall be payable annually. Dues may be amended per Article XI. Membership dues align with the booster financial calendar of June 1 - May 31st. The executive board shall create a fee schedule annually.

Section 3. Voting Rights

Each member in good standing is entitled to one vote on matters presented to the membership. Each year, the executive board shall create a Standard Operating Procedure (SOP) that defines membership in good standing.

ARTICLE III OFFICERS

Section 1. Officers

The officers of the Booster Club shall include:

- President
- Vice President
- Secretary
- 4 Treasurer(s)

Section 2. Eligibility, Terms, Transition, and Term Limits

● Booster Membership Requirement

To be eligible to serve as an officer or board member, an individual must be a current member in good standing of the Booster Club and must maintain active membership throughout their term. If the executive member's student(s) are no longer active in any of the MHS Band Programs, the executive member must vacate their position. A replacement shall be elected at the following booster meeting. To be eligible to be elected as a booster officer, a member must have

been in good standing the previous year.

- **Length of Term**

All officer positions are for two consecutive years, beginning on June 1 after the election.

- A term is defined as two consecutive years, running June 1 through May 31st of year two.
- After an executive officer completes a term, they shall not serve in another executive capacity for at least one year.
- If an executive member has served less than half of their term, they are not required to take the required year off.

- **Single-Office Rule**

An individual may hold only one officer position at a time and may not serve in multiple officer roles simultaneously.

- **Transition of Officers**

All officers shall deliver to their successors all band booster official materials at the end of their term.

- **Service in Different Offices**

An individual who has served in one officer position may serve in a different officer position, provided they meet eligibility requirements.

Section 3. Eligibility Restrictions and Removal

- **Eligibility Restrictions**

Treasurers may not be employees of Mustang Public Schools. Officers serving as bank signers may not be district employees.

- **Grounds for Removal**

An officer may be removed from office for:

- Failure to perform the duties of their executive position
- Violation of Booster Club bylaws or financial policies
- Conduct detrimental to the Booster Club, band program, or school district
- Loss of booster membership in good standing

- **Removal Process**

- Initiated by the Executive Board
 - A majority vote of the Executive Board may initiate removal.
 - Upon successful initiation of the removal process, the executive board shall schedule a special board meeting.
 - The officer in question shall be given written notice of the proposed removal 14 days prior to the special board meeting and an opportunity to address the executive board before the vote to

recommend removal.

- Initiated by Booster Member
 - A petition signed by at least 25% of booster members in good standing is delivered to the board president and vice president.
 - Upon successful initiation of the removal process, a vote on removal will be added to the next regularly scheduled booster meeting agenda, at least 14 days after the petition is delivered.
- Removal: At the next booster meeting, the officer in question will have an opportunity to address the membership. Removal of an executive officer by a vote of the boosters requires a two-thirds vote of members in good standing physically present at the meeting.
- **Vacancy After Removal**

Any vacancy created by removal shall be filled according to the vacancy provisions of these bylaws.

ARTICLE IV

DUTIES OF OFFICERS

Section 1: President

- The duties shall be, but not limited to:
 - Presides over meetings
 - Oversees general operations
 - Serves as liaison with band directors and school administration
 - Is an ex officio member of all committees
 - Authorized bank signer (if eligible)
 - Oversees school sanctioning every year
 - Secures that the Booster Club has proper insurance every year
 - Ensures every Executive Board member has access to their email address and the Google Drive
 - Has access to all forms of communication and is the main driver of messaging (social media, Band App, email, etc.)

Section 2: Past President (Optional Advisory Role)

- The duties shall be, but not limited to:
 - Provides continuity and mentorship to incoming leadership
 - Assists as requested by the President

Section 3: Vice President

- The duties shall be, but not limited to:
 - Assumes presidential duties in the absence of the President
 - Assists as requested by the President
 - Leads membership engagement
 - Oversees volunteer recruitment and coordination.
 - Actively recruits new booster members.
 - Serves as chairperson for the scholarship and nominating & election committees.
 - Authorized bank signer (if eligible)

Section 4: Secretary

- The duties shall be, but not limited to:
 - Maintains meeting minutes and records
 - Maintains bylaws, SOP, and standing committee role descriptions
 - Maintains membership records
 - Executes authorized contracts with the President

Section 5: Treasurer(s)

- The duties shall be, but not limited to:
 - The lead treasurer is chosen yearly at the first executive board meeting following elections. In the event of a tie, the vice president shall cast the deciding vote.
 - The treasurer's duties shall be delegated by the lead treasurer. These duties are as listed, but not limited to:
 - Responsible for depositing the funds of the organization in such depositories as may be approved by the officers within 1 business day of the event.
 - Pay all bills that fall within the approved budget.
 - Pay all other bills, provided the invoices have prior approval by the executive board, following the SOP
 - Keep books to account for receipts and expenditures, which shall be open at all times for the inspection by all booster members.
 - Responsible for obtaining money for and depositing money from all Band Booster Club activities.
 - Provide the current financial statement at each monthly meeting.
 - Be a signer on the checking account.
 - Ensure deposits are securely prepared the day of the event. All deposits

must be counted and verified by two people (treasurer, executive officer, coordinator, or booster member).

- Prepare a proposed annual budget for submission to the Executive Board at the April meeting. The budget will then be presented to the membership at the May regular meeting and must be approved by a majority of voting members in attendance.
- Ensure the 990 tax form is prepared and submitted by the IRS deadline. The return must be filed by the 15th day of the 5th month after the organization's accounting period ends (October 15th for May 31st fiscal year end).
- File all sales tax reports from Fireworks sales timely. January through June sales are to be reported no later than July 20, and July through December sales are to be reported no later than January 20.
- Complete and submit a year-end financial accountability report to the Mustang Public School Board in May of each year.
- Turn over all requested audit documentation to Mustang Public Schools in October of each year. (Cost to be included in budget to not exceed \$500.00 each school year).
- Treasurers cannot be employees of Mustang Public Schools.

ARTICLE V

EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of all officers listed in Article III.

Section 2. Authority

The Executive Board shall:

- Manage the organization's day-to-day business affairs.
- Set meeting agendas and post them for membership access at least 72 hours prior to the meeting.
- Create fundraising events
- Negotiate and Approve contracts
- Manage volunteer activities

ARTICLE VI

COMMITTEES & COORDINATORS

Section 1: Standing Committees

Standing committees and coordinators shall include, but are not limited to:

- Fundraising
- Concessions
- Meal Coordinator
- Events
- Uniforms
- Fireworks
- Scholarships
- Chaperone Support
- Transportation
- Camp Crew
- Hydration
- Technology
- Medical
- Guard

Section 2: Expectations

Committees, coordinators' roles, and expectations shall be created at the beginning of each new Presidency and documented in the SOP. The executive board may create new committees as needed.

ARTICLE VII MEETINGS

Section 1. Regular Meetings

Regular membership meetings shall be held in-person monthly, with a minimum of nine (9) meetings per year. Regularly scheduled meetings are on the first Tuesday of the month at 6:30 PM in the band room. Meetings may be cancelled, rescheduled, or moved to a virtual format at the discretion of the executive board. Monthly in-person board meetings will be streamed for informational purposes only. Participating in the streamed meeting does not count as attending the meeting.

Section 2. Special Booster Meetings

The Executive Board may call special meetings with at least 72 hours' notice.

Section 3. Quorum

At any regular or special meeting, those members present and voting shall constitute a

quorum.

ARTICLE VIII

FINANCIAL POLICIES

- All funds shall be deposited within one business day
- Reimbursements must be pre-approved (see ARTICLE XII)
- No reimbursements issued on the day of an event (see ARTICLE XII)
- Annual audit or district review required
- Fiscal year shall align with district requirements

ARTICLE IX

NOMINATING AND ELECTION PROCEDURES

- A nominating committee comprised of three (3) to five (5) members shall be appointed by the Executive Board at the March Booster Club meeting. No member of the nominating committee shall be a candidate for office. The nominating committee will accept nominations through the end of the April Booster Club meeting. Nominated Booster Club members will receive notification of nomination no later than one week after the April Booster Club meeting to determine interest in filling the vacancy. Nominees must be members in good standing and agree to serve the full term if elected
- Elections will be held by secret ballot at the May meeting. Votes will be tabulated by at least three members of the nominating committee.
- The majority vote is required of present booster members in good standing

ARTICLE X

DISSOLUTION

Upon dissolution, all assets shall be distributed to the Mustang Band program or another qualifying nonprofit in accordance with IRS regulations.

ARTICLE XI

PUBLIC TRANSPARENCY & RECORD ACCESS

Section 1. Public Posting Requirement

To promote transparency and accountability, the Mustang High School Band Booster Club shall make the following documents publicly available on the official Mustang Band Booster website:

- Approved meeting minutes from all regular and special booster meetings
- Monthly or quarterly financial reports, including income and expenses ●
- Annual budget and year-end financial summary

Documents shall be posted within a reasonable timeframe following approval or completion, as determined by the Executive Board.

Section 2. Record Accuracy & Approval

Only documents that have been reviewed and approved by the appropriate authority (membership or Executive Board) shall be posted publicly. Drafts or unapproved records shall not be published.

Section 3. Privacy & Redaction

All publicly posted documents shall:

- Exclude personal identifying information
- Exclude student names
- Exclude bank account numbers or sensitive financial details
- Comply with school district and privacy requirements

Section 4. Accessibility

Public records shall be maintained in a manner that is:

- Easily accessible to members and the community
- Archived by school year for historical reference

ARTICLE XII

EVENT PLANNING, APPROVAL & REIMBURSEMENTS

Section 1. Event Notice Requirements

To ensure proper planning, budgeting, and volunteer coordination, any proposed Booster-sponsored event or fundraiser must be submitted for approval to the Executive Board within the following minimum notice periods:

- December through April: At least sixty (60) days' notice
- May through November: At least ninety (90) days' notice

Events that do not meet these notice requirements may be denied or postponed at the

discretion of the Executive Board.

Section 2. Event Proposal Requirements

All event proposals must include a complete and detailed written plan submitted to the Executive Board for review and approval. No event may proceed without the formal approval of the Executive Board.

Section 3. Financial Oversight & Accountability

All funds collected for Booster-sponsored events must be:

- Accounted for in full
- Deposited according to Booster financial procedures
- Reported to the Treasurer within the timeframe established by the Executive Board

Section 4. Reimbursements & Purchasing Requirements

All purchases, without exception, must comply with the purchasing guidelines in the SOP.

All reimbursements, without exception, must:

- Be submitted using the official Booster reimbursement form
- Include original, itemized receipts
- Be submitted within 2 weeks of the purchase
- Reimbursement from December to April will take up to 14 days; from May to November may take up to 30 days.
- Comply with all Booster financial and purchasing policies.

Exceptions may be considered only when pre-approved by the Treasurer or Executive Board due to availability, urgency, or operational necessity.

Reimbursements submitted without adherence to these requirements will not be **processed**.

ARTICLE XIII FUNDRAISER APPROVAL, REPORTING & RECONCILIATION

Advance Approval Requirement

All fundraisers conducted on behalf of the Booster Club must be submitted in writing to the Executive Board at least sixty (60) days prior to the proposed fundraiser date. No fundraiser may proceed without formal approval from the Executive Board.

Post-Fundraiser Financial Reporting

Each approved fundraiser must submit a complete post-fundraiser financial report to the Treasurer and Executive Board within fourteen (14) days of the fundraiser's conclusion.

Cash Handling & Verification

All cash collected must be counted and verified by two unrelated individuals and documented prior to deposit. Deposits must be made in accordance with Booster's financial procedures.

Completion & Close-Out

A fundraiser shall not be considered closed until:

- All required documentation has been submitted
- Funds have been deposited
- The Treasurer and Executive Board have reviewed and approved the report

Non-Compliance

Failure to comply with these requirements may result in:

- Suspension or denial of future fundraising requests
- Removal of individuals or vendors from participation in Booster-sponsored activities
- Additional corrective action, as deemed necessary by the Executive Board

Article XIV Indemnification

All officers shall be indemnified by the Booster club against all judgments and expenses incurred in the defense of any action, suit or proceeding brought against such person, for the amount of, or judgment on account of any action taken by him/her in the performance of his/her official club duties, unless such person shall be finally adjudged to have committed a breach of duty involving gross negligence, bad faith, dishonesty, willful malfeasance or reckless disregard of the responsibilities of his/her office. In the event of settlement before final adjudication, such indemnity shall be provided only if the club is advised by independent counsel that such person did not, in counsel's opinion, commit such a breach of duty. The expense of such indemnification shall be paid for by the Booster club from its general account or through the purchase of director and officer liability insurance.