



**FHS BAND
BOOSTERS**

BYLAWS

Revised April 27, 2026

FB J.C. KB JH DAZ (C) JAH

ARTICLE I – NAME AND PURPOSE

Section 1.1 Name

The name of this organization shall be the Forney High School Band Boosters (“the Organization”).

Section 1.2 Purpose

The Organization is a nonprofit educational support organization formed exclusively to:

1. Support and promote the Forney High School Band (“FHS Band”) and all FHS-bound feeder school band programs.
2. Provide moral, volunteer, and financial support to enhance the educational experience of participating students.
3. Foster positive communication, cooperation, and engagement among students, parents, directors, school staff, and the community.
4. Assist the Band Directors and FISD in activities that advance the mission and success of the Band programs.

Section 1.3 Nonprofit Status

The Organization shall operate in accordance with Section 501(c)(3) of the Internal Revenue Code and Tex. Bus. Org. Code Chapter 22. No part of the Organization’s net earnings shall benefit any private individual.

ARTICLE II – DEFINITIONS

For purposes of these bylaws, the following terms shall have the meanings indicated:

1. “FHS Band” or “the Band” – The Forney High School Band program.
2. “Feeder Schools” – All FISD schools whose band programs feed into the FHS Band.
3. “Directors” – The band directors of FHS and all FHS-bound feeder school band programs.
4. “Band Director” – The Head Director of the FHS Band.
5. “Executive Board” – The elected officers of the Organization.
6. “Board” – The Executive Board plus the Chairpersons of Standing Committees.
7. “Member” – A Regular Member with voting rights.
8. “Associate Member” – A non-voting member.
9. “Fiscal Year” – June 1 through May 31.
10. “Term” – A two-year period of service for Executive Officers.

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ARTICLE III – LOCATION

The primary place of operation of the Organization shall be within the Forney Independent School District, located in Kaufman County, Texas.

ARTICLE IV – MEMBERSHIP & DUES

Section 4.1 Membership

A. Membership Classifications

The Organization shall have two classifications of membership:

- 1. **Regular Members** – Voting members.
- 2. **Associate Members** – Non-voting members.

B. Regular Membership Eligibility

Regular Membership is open to individuals in good standing who are:

- 1. Parents or guardians of current FHS Band students, or
- 2. Parents or guardians of students enrolled in FHS-bound feeder school band programs.

Each Regular Member is entitled to one (1) vote.

C. Associate Membership Eligibility

- 1. Individuals, community members, or representatives of businesses who support the Band programs.
- 2. All current FHS Band Directors and feeder school Band Directors (ex officio).

Associate Members may participate in activities but do not vote.

Any Director who has a child enrolled as a Band student shall be designated as an Associate Member.

D. Transfer of Membership

Membership is personal to the individual and is not transferable or assignable.

E. Good Standing

- 1. All required program fees or arrangements to pay program fees are current.

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2. Have no major disciplinary issues as defined by Article IX.
3. His/Her membership has not been suspended or revoked.

F. Revocation of Membership

1. Violations of these bylaws.
2. Engaging in conduct that impairs, hinders, or prevents the Organization from fulfilling its purpose as outlined in Section 1.2, including activities related to the support, promotion, or growth of the Organization and its Band programs.
3. Failure to remain in good standing.

G. Revocation Process

Revocation of membership requires a majority vote of the body selected by the Executive Board to hear the matter. The Executive Board may designate one of the following bodies to conduct the vote at a scheduled meeting:

1. The Board, or
2. The Membership

The Band Director shall serve as the tie-breaker for any revocation vote. All votes must be recorded in the official minutes.

Section 4.2 Dues

No dues shall be required for membership in the Organization.

ARTICLE V – GOVERNANCE STRUCTURE

Section 5.1 Executive Board

The Executive Board is the governing body of the Organization and is responsible for:

1. Managing the business, property, and affairs of the Organization.
2. Approving budgets, expenditures, fundraising, and major activities.
3. Ensuring compliance with these bylaws and nonprofit requirements.
4. Filling vacancies as provided in Article VI.
5. Acting on behalf of the Organization between general membership meetings.

The Executive Board has final decision-making authority on all Organization matters not requiring a membership vote.

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Section 5.2 The Board (Executive Board + Committee Chairs)

The Board supports the Executive Board by:

1. Providing operational leadership for committees and activities.
2. Advising on matters affecting the Organization.
3. Assisting in planning and executing events, fundraising, and programs.

Committee Chairs serve at the direction of the Executive Board.

ARTICLE VI – EXECUTIVE BOARD

Section 6.1 Composition

The Executive Board shall consist of the following elected Officers:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Director
- Concessions Director

Section 6.2 Responsibilities of the Executive Board

1. Act on all matters of policy, property, and business of the Organization.
2. Manage affairs between general membership meetings.
3. Approve fundraising activities, expenditures, and major projects.
4. Fill vacancies in accordance with these bylaws.
5. Support decisions that serve the best interests of the Band programs and the Organization.
6. Review and approve pricing for concessions, spirit wear, and other Organization-owned merchandise.

Section 6.3 Voting Procedures

1. A simple majority vote of the Executive Board constitutes approval.
2. Proxy voting is not permitted.
3. Votes may occur during a scheduled meeting and be recorded in the minutes, or through an approved written or digital method, with the results recorded in the minutes of the next meeting.

4. Emergency or time-sensitive votes may be conducted via teleconference, in person, or written communication, provided all Officers are notified, a majority of Officers participate, and a majority of the full Executive Board approves.
5. In the event of a tie vote, the Band Director shall cast the deciding vote, except when the item under consideration was introduced by the Band Director, in which case the item shall fail.

Section 6.4 Officers

A. Compensation

All Officer positions are volunteer roles and shall receive no compensation.

B. Terms and Eligibility

1. Officers must be a parent/guardian of a student within the FHS Band Program.
2. Officers serve a two (2) year Term.
3. Officers may serve no more than two (2) consecutive Terms in the same office.
4. Officers must remain eligible for the duration of their Term.
5. No individual may hold more than one (1) Executive Office at a time.
6. No more than one (1) individual within a household may hold an Officer position.

C. Nomination

1. Announcements for nominations may occur from February through March of the Fiscal Year.
2. Nominations may be submitted to the Executive Board and recorded by the Secretary beginning when the call for nominations is announced, including during the announcement meeting. Nominations may continue to be submitted by email until March 31 of the Fiscal Year.

D. Election

1. Elections are held at the last regularly scheduled membership meeting of the Fiscal Year.
2. In odd-numbered years, elections shall be held for the offices of President, Secretary, and Fundraising Director.
3. In even-numbered years, elections shall be held for the offices of Vice President, Treasurer, Concessions Director.
4. If two (2) or more nominations for the same office are presented, each nominee will be allotted time to share their experience and willingness to serve.

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SIGNER INITIALS

5. Voting shall be conducted by Regular Members, who are present at the Election Meeting, and each member is entitled to one (1) vote.
6. Election results shall be determined by a simple majority, using the method of voting agreed upon by the Membership.

E. Vacancies

Vacancies shall be filled by a majority vote of the Board for the remainder of the Term. The Band Director shall break any tie vote.

F. Resignation

An Officer may resign by submitting written notice to the Executive Board. Upon resignation, the Officer must immediately return all Organization and FISSD property.

G. Removal from Office

1. Failure to perform duties
2. Misconduct
3. Violation of bylaws
4. Loss of good standing
5. Cannot fulfill the remainder of his/her Term

Removal requires a majority vote of the Board. Removed Officers may be deemed ineligible for future office for up to one full Term.

Section 6.5 Duties of Officers

A. President

- Presides over meetings
- Provides leadership and oversight
- Serves as ex officio member of all committees
- Represents the Organization to FISSD and the community

B. Vice President

- Assists the President
- Presides in the President's absence
- Oversees non-uniform attire and resale of Organization property
- Maintains inventory of Organization property

C. Secretary

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- Records minutes of all meetings
- Maintains organizational records and bylaws
- Manages general membership communications
- Tracks membership status and violations
- Reviews monthly bank statements

D. Treasurer

- Manages all financial accounts and records
- Provides financial reports at all official board and member meetings
- Oversees disbursements and deposits
- Ensures compliance with audits and tax filings

E. Concessions Director

- Manages concession operations and inventory
- Coordinates with FISC on facilities and repairs
- Oversees pricing and product offerings (requires majority approval by Executive Board)

F. Fundraising Director

- Oversees all fundraising activities
- Manages sponsorships and grant applications
- Fulfillment of awarded benefits to sponsors
- Coordinates Spirit Nights and fundraising committees

Section 6.6 Conflict of Interest

No Officer, Associate Member, or Committee Chair may participate in deliberations or vote on any matter in which they or an immediate family member have a direct financial interest. Any potential conflict must be disclosed to the Executive Board prior to discussion or action. The Executive Board shall determine appropriate participation limitations.

Section 6.7 Band Director Role (Non-Voting Advisor)

The Band Director shall serve as non-voting advisor to the Organization. The Band Director may provide input, guidance, and recommendations during meetings and/or election committees, but shall not vote on any matter except where specifically designated in these bylaws, including serving as the tie-breaker in votes as stated herein.

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ARTICLE VII – BOARD & COMMITTEES

Section 7.1 The Board

A. Composition

1. The Executive Board
2. Chairpersons of all Standing Committees

B. Eligibility

1. Be Members in good standing
2. Have a student enrolled in the FHS Band or a feeder school band program

C. Appointment and Term

Committee Chairs shall be appointed annually by a majority vote of the Executive Board, no later than June of the fiscal year.

D. Vacancies

Vacancies shall be filled by a majority vote of the Executive Board for the remainder of the Term. The Band Director shall break any tie vote.

E. Removal

Committee Chairs serve at the direction of the Executive Board and may be removed by majority vote of the Executive Board. In the event of a tie, the Band Director shall cast the deciding vote.

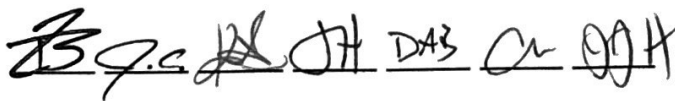
F. Responsibilities

1. Assist in carrying out the business of the Organization
2. Support the Executive Board in planning and executing activities
3. Fill Executive Board vacancies when required
4. Vote in the best interest of the Band programs and the Organization

Section 7.2 Standing Committees

A. Establishment

The Executive Board may establish standing committees as needed to support the objectives of the Organization.



B. Chairpersons

1. Serve as members of the Board
2. May chair no more than two committees
3. Executive Officers may chair one committee in addition to their office

C. Voting

Each Chairperson has one (1) vote, regardless of the number of committees chaired.

D. Duration

Committee Chairs serve for one Fiscal Year and may be reappointed.

E. Committee Chairpersons

- Assistant Treasurer
- Feeder School Treasurers (1 from each Feeder School)
- Social Media
- Volunteer Coordinator
- Uniforms
- Percussion Parent Coordinator (has a student in the percussion section)
- Guard Parent Coordinator (has a student in the color guard)
- Field Crew Coordinator
- Prop Crew Coordinator
- Water Crew Coordinator
- Spirit & Social Coordinator
- Hospitality
- Technology
- Historian
- Assistant Concession Coordinator
- Assistant Fundraising Coordinators (2 max)
- Competition Meal Coordinator
- Meal Plan Coordinator
- Feeder School Parent Coordinators (1 from each Feeder School)
- Feeder School Fundraising Coordinators (1 from each Feeder School)

Each committee shall operate under the direction of the Executive Board.

Section 8.6 Emergency Board Meetings

May be called by the President or any two Officers. Quorum and voting rules match Section 8.5.

ARTICLE IX – CONDUCT

All Members of the Organization must:

- Demonstrate good sportsmanship
- Represent the Organization positively
- Respect officials, judges, students, and guests
- Follow FISSD policies & UIL guidelines for booster organizations
- Avoid conflicts of interest, where individuals must recuse themselves from discussions or votes where they or a member of their family have a financial interest

Violations may result in disciplinary action, including loss of good standing or revocation of membership.

ARTICLE X – FINANCIAL PROCEDURES

1. The Fiscal Year is June 1 through May 31.
2. Revenues shall include donations, fundraising proceeds, and payments for services.
3. Regular & Associate Members shall not receive compensation for volunteer services but may be reimbursed for approved expenses.
4. All disbursements must be authorized by the Executive Board.
5. All checks require two authorized Officer signatures.
6. Cash funds shall not exceed \$1,000, except concession start-up cash which shall not exceed \$4,000.
7. Financial Audits shall be conducted annually by the Financial Audit Committee.
8. Upon dissolution, no funds or assets of the Organization may benefit any individual.
9. The Organization shall maintain permanent records of all governing documents, meeting minutes, financial statements, audits, tax filings, and bank records. All financial and organizational records shall be retained for a minimum of seven (7) years, or longer if required by law or FISSD policy. Permanent records shall be kept electronically by the Secretary and Treasurer in accordance with FISSD, State of Texas, and IRS guidelines.

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ARTICLE XI – DISBURSEMENT OF FUNDS

Section 11.1 Banking

A. Authorized Signers

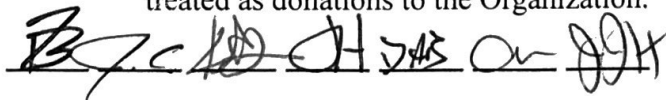
1. The Organization shall maintain a primary bank account with up to five (5) authorized signers: the President, Vice President, Treasurer, Fundraising Director, and Concessions Director.
2. The Organization shall maintain secondary bank account(s) with five (5) authorized signers: the President, Vice President, Treasurer, Fundraising Director, and the Feeder School's Assistant Treasurer.
3. Authorized signers may not be full-time employees of FISS unless approval is granted by FISS and a unanimous vote of the Executive Board authorizes the exception.

B. Disbursements

1. Checks. All disbursements made by check shall require two (2) authorized signatures.
2. Debit Cards for Signers. Debit cards providing direct access to the Organization bank accounts may be issued to the President, Vice President, Treasurer, Concessions Director, and Fundraising Director.
3. Debit Cards for Non-Signers. Debit cards may be issued to the Assistant Concessions Director and other Board members at the discretion of the Executive Board.
4. Receipts for all disbursements must be submitted to the Treasurer immediately upon completion of the transaction. A missing receipt declaration must be submitted as a replacement for any lost receipt.

C. Reimbursements

1. Reimbursement for purchases made with personal funds may be issued only when:
 - (a) the expenditure was approved in advance by majority vote of the Executive Board;
 - (b) a valid receipt is provided; and
 - (c) all reimbursement procedures established by the Treasurer are followed.
2. Unapproved purchases shall not be eligible for reimbursement and will be treated as donations to the Organization.



3. Purchases submitted without receipts or required documentation may be deemed ineligible for reimbursement and, upon review and majority determination of the Executive Board, may be classified as donations.

D. Financial Institutions

All funds collected by the Organization shall be deposited using financial services, institutions, trusts, or depositories selected and approved by the Executive Board.

ARTICLE XII – OPERATING BUDGET

Section 12.1. Budget Period

1. Each program for which a bank account has been established shall maintain an independent Operational Budget.
2. All expenditures exceeding \$250 within a fiscal year must fall within the approved Operational Budget.
3. Any expenditure for products, services, or fees that exceeds the Operational Budget limit, and is \$5,000 or less, must receive majority approval of the Executive Board for inclusion in that fiscal year.

Section 12.2 Expenditures

A. Limits

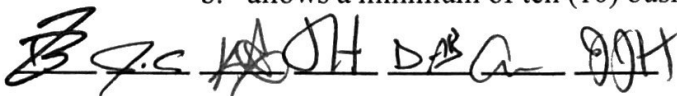
1. Any expenditure outside the limits of an approved Operational Budget must receive prior approval by majority vote of the Executive Board.
2. Expenditures made before receiving required approval are subject to denial.

B. FISD Approval

Any expenditure that directly benefits Band Directors or students must receive prior approval from FISD and does not violate UIL guidelines. This includes, but is not limited to, expenses for trips, banquets, ceremonies, gifts, and awards.

C. Requests for Quote (RFQ)

1. Any expense proposed by any Officer or Committee Chair, whether within or outside the Operational Budget, exceeding \$5,000 requires a Request for Proposal (RFP/RFQ) process that:
 - a. includes at least two (2) RFQs submitted to relevant vendors; and
 - b. allows a minimum of ten (10) business days for vendor responses.

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2. This process may be waived only if:
 - a. a majority of the Board approves the waiver; and
 - b. the Band Director is notified that the RFQ process was bypassed

Section 12.3 Budget Approval

A. Proposed Budget

The proposed budget for the upcoming fiscal year shall be presented at an official Executive Board meeting prior to the final official meeting of the current fiscal year. Presentation at any other time requires majority approval of the Executive Board.

B. Final Approval

1. The budget for the upcoming fiscal year must be ratified and adopted by majority approval of the Executive Board no later than the final official meeting of the fiscal year.
2. Any subsequent modifications to the adopted budget require majority approval of the Executive Board and entered into the record as minutes.
3. If the proposed budget is not approved by the end of the fiscal year, the Executive Board must vote on each expenditure, until the budget is approved.

ARTICLE XIII – AMENDMENTS

- Bylaws may be amended by unanimous vote of the Executive Board, or a majority vote of the Board, or majority vote of the Members, at a meeting where a quorum is present.
- Proposed amendments must be presented in writing prior to voting.
- Amendments may be proposed by the Executive Board or by petition of ten Members.
- In case of ambiguity, the Executive Board shall interpret the bylaws.
- Any bylaw conflicting with applicable law is void to the extent of the conflict.

ARTICLE XIV – DISSOLUTION

- All assets shall be converted to cash.
- No funds shall be distributed to any Officer, Member, or volunteer.
- All remaining assets shall be transferred to and distributed by the Principal of Forney High School in a manner that would only benefit the Forney High School band.

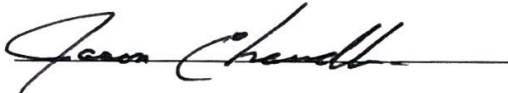
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- Notice of dissolution shall be published for one month on social media platforms and emailed to Members of record.

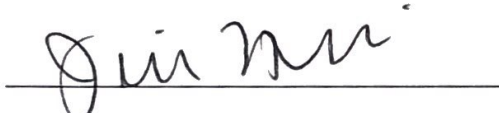
ARTICLE XV – ENACTMENT AND SUPERSESSION OF BYLAWS


These bylaws supersede all prior bylaws and are in effect on June 1, 2026.


This SIGNATURE BLOCK confirms the Approval and Ratification of the Forney High School Band Boosters Bylaws by the Undersigned Members of the Executive Board and Band Director on this 5th day of May, 2024.


 Jason Chandler – President



 Kabrina Glover – Vice President


 Jessica Hernandez – Secretary


 Donald Ballard - Treasurer


 Zak Brown – Concession Director


 Jill Harvey – Fundraising Director


 Cody Newman – Band Director

