

BY-LAWS

COLLEGE PARK CAVALIER BAND

BOOSTER CLUB

ARTICLE I - NAME

The organization shall be known as the College Park Cavalier Band Booster Club.

ARTICLE II – PURPOSE

To operate exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code by providing the necessary support for all band and color guard activities and programs and thereby encourage the creativity of our youth and our members through community involvement, and to do all things incidental to or desirable in connection with the foregoing. Our aim in supporting the creativity of our youth and in supporting their involvement in community activities is to help them accept the responsibilities and rewards this participation can bring and in this way benefit The Woodlands College Park High School and the Conroe Independent School District.

ARTICLE III - REGISTERED OFFICE

The principal office of the organization in the State of Texas shall be located in The Woodlands, Texas, County of Montgomery. The organization shall have and continuously maintain in the State of Texas a registered office and a registered office agent as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Texas, and the address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE IV - MEMBERSHIP

Membership in the organization is open to any individual who supports the purpose of the organization. The organization shall have such membership classifications as are designated annually by the Board of Directors. Each membership shall be entitled to one vote and carry an annual fee and other benefits as designated annually by the Board of Directors.

- A. To be a member in good standing, each family shall pay an annual fee per band student (“Fair Share”). The fee and payment deadline shall be established each year by the Board of Directors and approved by the membership at the Annual Meeting.
- B. Alumni Membership. Past booster members will be members in good standing by making a donation of at least \$25.00.

ARTICLE V - BASIC POLICIES

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. The organization shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The booster club will comply with all CISD policies and procedures as it relates to clubs, organizations, or booster clubs.

ARTICLE VI - MEETINGS

- A. Regular Meetings: The regular meetings of the general membership of the organization shall be scheduled quarterly in February, May, August, and November. The dates shall be selected by the Board of Directors and published at the annual meeting. The agendas shall be determined by the Board of Directors.
- B. Board of Directors Meetings: The Board of Directors will meet monthly, except for June and December. General items of business activities will be reported to the Board of Directors by designated committees. These activities will be presented to the membership during regular meetings. A general business activity may be voted on and approved by a majority of members present at a regular meeting.
- C. Annual Meeting: The regular meeting in May shall be designated as the annual meeting of the organization. The time, date, place, and purpose of the annual meeting shall be posted in the media or on the Band Website, and the general membership shall be notified of said meeting either by personal contact, by mail or by e-mail no less than one week prior to the meeting. The budget shall be presented and approved by the majority of the members present.
- D. Special Meetings: The President or three (3) Board Members may call a special meeting. A special meeting may be called upon the request of twenty percent (20%) of the general membership. The time, date, place, and purpose of the special meeting shall be posted in the media or on the Band Website, and the general membership shall be notified of said meeting either by personal contact, by mail or by e-mail no less than one week prior to the meeting. The business at the special meeting must be confined to that business for which said meeting was called.

- E. Quorum: Any number of voting members present at a general meeting or a special meeting shall constitute a quorum.
- F. Meeting Governance: The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. The Secretary, Parliamentarian, or, in their absence, the Vice President of Finance shall be responsible for implementing the Rules.

ARTICLE VII - BOARD OF DIRECTORS

- A. All members of the Board of Directors shall be members in good standing of the organization.
- B. The Executive Board of Directors of the organization shall consist of the Officers of the organization, the Principal (non-voting member), and the Head Band Director (non-voting member) of The Woodlands College Park High School. The Officers of the organization are President, Vice President of Finance, Vice President of Membership, Vice President of Operations, Secretary, Accounts Payable Treasurer, Accounts Receivable Treasurer, Section Chair, and Color Guard Liaison. Members of the Executive Board may miss no more than three board meetings to be considered in good standing. Exceptions to the attendance policy may be granted by the President.
- C. The Board of Directors shall include the Officers of the organization as listed above plus the following Committee positions: Communication Chairman, Social Committee Chairman, Pit Crew Chairman, Prop Crew Chairman, Uniform Chairman, Spirit Chairman, Corporate Sponsorship Chairman, Concessions Coordinator, Technology Chairman, Bands of America Competition Coordinator, Pavilion Chairman, Chaperone Coordinator, Season Ticket Coordinator, Band Olympics Coordinator, Required Wear Coordinator, Spirit Wear Coordinator, Water Coordinator, Game Day Meals Coordinator, Competition Meal Coordinator, and Parliamentarian. Attendance at monthly Board meetings for these positions shall be on an as-needed basis, or as-wanted basis, relative to the requirements and expectations of the position.
- D. The Board of Directors shall be allowed to carry on the business of the organization with a quorum of eight (8) members of the Board. The Board of Directors may authorize any officer or officers to enter into any contract or agreement on behalf of the organization. The President and Vice President of Finance are duly authorized parties to deliver or execute any contract or instrument unless this authority is delegated by the Board of Directors to others.
- E. A Board member may delegate a subcommittee member to attend board meetings to vote on his/her behalf.

- F. A Nominating Committee of at least three (3) members in good standing (preferably non-board members) shall be appointed by the Vice President of Membership and approved by the Vice President of Finance and Vice President of Operations no later than the September Board meeting. The Committee may have more than three members but must consist of an odd number. The President shall be the Chairman of the Nominating Committee but shall not have a vote in the proposed slate of Directors. Said committee will present a slate of Board of Directors, which has been made up from members of the organization, to the general membership at the meeting in November. Nominations from the floor will also be accepted at that time.
- G. All positions with expired terms will be open to the general members.
- H. An officer may not serve more than two consecutive terms in the same office with the exception of the two Treasurers who may only serve one (two-year) term.
1. Should a member be appointed to fill a position for an officer that has resigned and if there is less than nine (9) months term remaining, that term shall not count as one of the two consecutive terms.
 2. Any deviations from this paragraph H, must be approved by a two-thirds (2/3) vote of the Board and a two-thirds (2/3) vote of the general membership present at a regular meeting.
- I. After the inaugural year of the organization, all nominees for the office of President are recommended to have been a member of the organization for one (1) year or shall have had at least one-year prior membership with a high school band booster organization, or similar volunteer organizations.
- J. Outgoing Board members shall provide the incoming Board members with a copy of these By-Laws as well as such documentation and training as needed for the specific position by the January Board meeting, at which time the incoming officers' terms will begin.
- K. All resignations must be in writing to the Secretary and vacancies may be filled by appointment of the President with ratification of two-thirds (2/3rds) of the Board of Directors.
- L. Any Board member may be asked to resign by a two-thirds (2/3) vote of the Executive Board of Directors if they determine that the Board member has not adequately fulfilled the responsibilities of the position, met the attendance requirements as stated in these By-Laws, or has acted in a manner detrimental to the organization as a whole.

ARTICLE VIII - OFFICERS' DUTIES

The officers of the organization shall be elected at the November meeting. The terms shall begin at the January meeting following the election. The duties of these officers are as follows:

A. PRESIDENT (one-year term)

1. Shall call all meetings and preside over same.
2. Shall appoint and dissolve all committees.
3. Shall supervise all business of the organization.
4. Shall chair the Nominating Committee as a non-voting member.

B. VICE PRESIDENT OF FINANCE (one-year term)

1. Shall assist the President and preside in that officer's absence.
2. Shall oversee all fund-raising activities approved by the Board of Directors and shall guide and support the activities of the Accounts Payable Treasurer, the Accounts Receivable Treasurer, the Bands of America Competition Coordinator, the Pavilion Chairman, the Corporate Sponsorship Chairman, the Concessions Coordinator, the Required Wear Coordinator, and the Spirit Wear Coordinator.
3. Shall review records of all fund-raising activities.
4. May appoint members to chair individual fundraising activities.
5. Shall coordinate or appoint someone to coordinate Ordering Day.
6. Shall be responsible for receipt of monthly bank statement and reconciliation of the bank statement with the general ledger records as provided by the Treasurers and in a timely manner.
7. Shall obtain monthly financial statements and transcription reports for verification of end of month cash and to retain with the bank statements for the annual review of the financial records.
8. Shall approve the appointees to the Nominating Committee.

C. VICE PRESIDENT OF MEMBERSHIP (one-year term)

1. Shall guide and support the activities of the Spirit Chairman, Communication Chairman, Technology Chairman, Social Committee Chairman, Color Guard Liaison, Season Ticket Coordinator, Band Olympics Coordinator, and Section Chair.
2. Shall administer or appoint someone to administer any program intended to assimilate new members into the Organization.
3. Shall secure the Nominating Committee.
4. Shall maintain a list of regular members of the organization and its officers and shall maintain a roster of the Band and Color Guard students and their relevant information. Shall provide this information to Board members as needed.
5. Shall coordinate development and distribution of the annual Band Booster membership (first-day) packet.

6. Shall maintain the CISD approved volunteer list.

D. VICE PRESIDENT OF OPERATIONS (one-year term)

1. Shall guide and support the activities of the Uniform Chairman, the Pit Crew Chairman, the Prop Crew Chairman, the Water Coordinator, the Game Day Meals Coordinator, the Competition Meals Coordinator, the Required Wear Coordinator, Chaperone Coordinator, and the Spirit Wear Coordinator.
2. Shall approve the appointees to the Nominating Committee.

D. SECRETARY (one-year term)

1. Shall keep the minutes of all meetings and retain copies of all committee reports and officers' reports.
2. Shall distribute the Board Meeting and Regular Meeting minutes to the board members for edits and then distribute the corrected Regular Meeting minutes to the entire membership within ten (10) days of the meeting.
3. Shall conduct all delegated correspondence.
4. Shall furnish copies of all minutes to school office.
5. Shall act as or appoint a Parliamentarian.

E. TREASURERS (two-year term each)

1. There shall be two treasurers with alternating terms: Accounts Payable Treasurer and Accounts Receivable Treasurer. The duties and responsibilities of each treasurer shall be further defined below.
2. Both treasurers shall report to the Vice President of Finance.
3. The treasurer who is serving for the second year shall be the designated senior treasurer and the treasurer who is serving for the first year shall be designated junior treasurer. The senior treasurer shall be the lead treasurer and shall be responsible for training, directing and leading the junior treasurer. Additionally, the senior treasurer shall ultimately be responsible for the following.
4. Shall keep accurate records of all monies of the organization.
5. Shall present the following statements at each Regular Meeting of the organization: Balance Sheet and a Year-To-Date Profit and Loss statement against the Fiscal year budget.
6. Shall present a financial statement at the Annual meeting bearing the signatures of the treasurers and the President.

F. ACCOUNTS PAYABLE TREASURER:

1. Shall serve as administrator of the electronic accounting system.
2. Shall issue expense checks and post expense checks to cash/expense offset.
3. Shall provide monthly general ledger records to the Vice President of Finance.
4. Shall provide any needed financial reports to the Board of Directors.
5. Shall work with the band directors and membership in a fiduciary capacity to ensure that the expenditures stay within the confines of the total approved budget
6. Shall file State sales tax and federal tax returns.

G. ACCOUNTS RECEIVABLE TREASURER:

1. Shall receive all funds, i.e. direct payments, fund-raisers, etc.
2. Shall prepare itemized deposits by receipt source.
3. Shall deposit funds to bank.
4. Shall provide itemized deposit with bank receipt to electronic accounting system for general ledger posting.
5. Shall post previously itemized and completed deposits to general ledger cash/income offset.
6. Shall create and maintain member fundraising (Fair Share) activities. Shall issue bi-monthly summaries to parents/students, and individual statements as needed.

H. COLOR GUARD LIAISON (one-year term)

1. Shall ensure effective communication between Color Guard and Winter Guard groups and other band activities.
2. Shall assist the Color Guard Director with the coordination of guard activities related to the need for volunteers, i.e., chaperones, flag makers and any other need for volunteers.
3. Shall assist the Color Guard Director with the recruiting process by creating flyers and helping to organize and promote clinics.
4. Shall report to the Vice President of Membership.

I. SECTION CHAIR (one-year term)

1. Shall appoint, guide, and support activities of Section Liaisons.
2. Shall report to the Vice President of Membership.
3. Shall hold meeting as needed with Section Liaisons.
4. Shall obtain and distribute contact information of students and parents as needed to Section Liaisons.
5. Shall serve as communication conduit between Section Liaisons, the Band Director, and the Board of Directors.

ARTICLE IX – BOARD OF DIRECTOR MEMBER DUTIES

The remaining Board of Directors of the organization will be elected at the November meeting. The terms shall begin at the January meeting following the election. The duties of these Board Members are as follows:

A. CORPORATE SPONSORSHIP CHAIRMAN (one-year term)

1. Reports to the Vice President of Finance.
2. Shall coordinate, oversee and manage any fund-raising activities from businesses and large public institutions.
3. Shall keep accurate records of all monies donated by business and family sponsors.
4. Shall send out thank you letters to sponsors as needed to show appreciation.

B. BANDS OF AMERICA COMPETITION COORDINATOR (one-year term)

1. Shall report to the Vice President of Finance.
2. Shall coordinate and oversee all required activities for the annual Houston Bands of America competition, hosted by this organization.
3. Shall appoint a committee as needed for the smooth operation of the event.
4. Shall act as the communication conduit between Music for All and the Board of Directors.
5. Shall create and maintain financial records pertaining to the event.
6. Shall track and report volunteer hours to the Accounts Receivable Treasurer for the determination of Fair Share monies.

C. PAVILION COORDINATOR (one-year term)

1. Shall report to the Vice President of Finance.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Finance or as considered appropriate by this position.
3. Shall solicit and coordinate TABC-certified boosters to work the booth at the Pavilion.
4. Shall serve as liaison between the Board of Directors and Aramark.
5. Shall create and maintain financial records pertaining to the event.
6. Shall track and report volunteer hours to the Accounts Receivable Treasurer for the determination of Fair Share monies.
7. Shall ensure the current Pavilion policy is adhered to at all times.

D. SPIRIT WEAR COORDINATOR (one-year term)

1. Shall report to the Vice President of Finance.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Finance or as considered appropriate by this position.
3. Shall coordinate the marketing and sales of band spirit items.

4. Shall oversee the creation, marketing, and sales of the annual show shirt.
5. Must be present at band events and Regular Meetings to promote and sell these items.

E. REQUIRED WEAR COORDINATOR (one-year term)

1. Shall report to the Vice President of Finance.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Finance or as considered appropriate by this position.
3. Shall coordinate the sales of attire and equipment deemed necessary by the head Band Director.
4. Shall serve as liaison between the Board of Directors and any merchandise suppliers.
5. Shall coordinate or appoint someone to coordinate Ordering Day.

F. CONCESSIONS COORDINATOR (one-year term)

1. Shall report to the Vice President of Finance.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Finance or as considered appropriate by this position.
3. Shall coordinate and oversee concessions booths at the events determined by the Board of Directors.
4. Shall ensure compliance with any Health Department requirements.
5. Shall create and maintain financial records pertaining to the event.
6. Shall track and report volunteer hours to the Accounts Receivable Treasurer for the determination of Fair Share monies.

G. COMMUNICATIONS CHAIRMAN (one-year term)

1. Shall report to the Vice President of Membership.
2. Shall attend all Board of Director meetings, in accordance with the same rules governing the attendance of the Executive Board.
3. Shall notify the media and/or school administration of the area of any activity considered to be newsworthy.
4. Shall publish via e-mail and hard copy a weekly Band Notes during marching season and as needed following that season to inform the students and parents of current events and information. Ensure this is posted on the band website.

H. SPIRIT COMMITTEE CHAIRMAN (one-year term)

1. Shall report to the Vice President of Membership.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Membership or as considered appropriate by this position.

3. Responsible for all activities to increase the spirit of the Band and Color Guard students. Activities may include, but are not limited to: Popsicle Tuesday, goody bags, locker decorations, the ordering and delivery of 8th Grade Band Night shirts, and Spirit Send-Offs.

I. SOCIAL COMMITTEE CHAIRMAN (one-year term)

1. Shall report to the Vice President of Membership.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Membership or as considered appropriate by this position.
3. Shall provide refreshments at events as the Band Directors deem necessary.
4. Shall organize the annual meal/exhibition, Band Banquet, and other special events as requested by the Board of Directors.

J. TECHNOLOGY COMMITTEE CHAIRMAN (one-year term)

1. Shall report to the Vice President of Membership.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Membership or as considered appropriate by this position.
3. Shall maintain or appoint someone to oversee and maintain the Booster website, including the calendar and the posting of the most current Band Notes.
4. Shall act as administrator for all electronic group correspondence mechanisms and any other technological system deemed necessary by the Board of Directors.

K. SEASON TICKET COORDINATOR (one-year term)

1. Shall report to the Vice President of Membership.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Membership or as considered appropriate by this position.
3. Shall act as a liaison with the Board of Directors and the School Office for all Season Ticket needs, including seat locations, quantities, and pricing.
4. Shall market and sell Season Tickets to Booster members.
5. Shall determine specific seat assignments in accordance with School rules and Booster member requests.
6. Shall create and maintain financial records.

L. BAND OLYMPICS COORDINATOR (one-year term)

1. Shall report to the Vice President of Membership.

2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Membership or as considered appropriate by this position.
3. Shall coordinate Band Olympics event, including specific games and activities as well as any fund-raising efforts.
4. Shall serve as a liaison between the Band Director and the Board of Directors.
5. Shall work with Section Chair to coordinate and ensure student participation and fund-raising.
6. Shall create and maintain financial records.

M. UNIFORM CHAIRMAN (One-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Organize a crew of parents to organize, maintain and distribute marching uniforms, concert season attire and all associated accessories.
4. Coordinate the repair of damaged items and make recommendations to the directors regarding needed replacements of damaged or lost parts.
5. Establish and maintain order in the uniform room.

N. PIT CREW CHAIRMAN (one-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Shall organize a crew of parents and students to set up and remove the pit equipment and show props during half time at football games and at marching contests.
4. Shall oversee the logistics and maintenance of any vehicles used to transport the Band and Color Guard equipment.
5. Shall oversee the truck loading crew.

N. PROP CREW CHAIRMAN (one-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Shall coordinate with directors on budgeting and creating/ordering props for field marching and Winter Guard shows.
4. Shall organize a crew of parents and students to set up and remove prop equipment from field at games and marching contests, including transportation and storage.
5. Shall coordinate with Pit Crew Chairman about transportation needs.

6. Shall act as or recruit a Winter Guard Prop Chairman to fulfill all the above responsibilities for the Winter Guard competition season.

O. CHAPERONE COORDINATOR (one-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Shall secure and direct activities of chaperones for all football games, contests, trips, and whenever requested by the Board of Directors.

P. WATER COORDINATOR (one-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Shall be responsible for “watering” the Band and Color Guard members, directors, chaperones and pit and prop crews at all football games and competitions. If a Water Coordinator is not appointed, then the Vice President of Operations will be responsible for this function.

Q. GAME DAY MEALS COORDINATOR (one-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Shall order and distribute game-day meals for Band and Color Guard members and such adult volunteers as order them.
4. Shall act as liaison between the Board of Directors, the Band Director, and the food vendors.
5. Shall coordinate or delegate coordination of the annual Burger Bash.

R. COMPETITION MEALS COORDINATOR (one-year term)

1. Shall report to the Vice President of Operations.
2. Shall attend such Board of Director meetings as deemed necessary by the Vice President of Operations or as considered appropriate by this position.
3. Shall order and distribute competition-day meals for Band and Color Guard members and such adult volunteers as order them.
4. Shall act as liaison between the Board of Directors, the Band Director, and the food vendors.
5. Shall create and maintain financial records as well as records of any special dietary needs.
6. Shall act as or recruit a Winter Guard Competition Meals Coordinator to fulfill all the above responsibilities for the Winter Guard competition season.

S. PARLIAMENTARIAN (one-year term)

1. Shall report to the Secretary.
2. Shall implement Roberts Rules of Order Newly Revised at all Board and Regular Meetings.
3. Shall be subject to the same rules governing the attendance of the Executive Board.

T. SECTION LIAISONS (one-year term)

1. Shall report to the Section Chair.
2. Shall not be considered as members of the Board of Directors, but may attend such Board Meetings as deemed necessary by the Section Chair.
3. Shall attend all Regular Meetings and all other Band events related to their sections.
4. Shall be the primary points of contact for students and parents within their sections.
5. Shall perform such outreach activities as needed to engage and support incoming Band members and their parents.
6. Shall act as a liaison between the Accounts Receivable Treasurer and parents regarding Fair Share.
7. Shall work with the Band Olympics Chairman to ensure participation and fund-raising for the Band Olympics.

ARTICLE X - FINANCIAL POLICY

- A. In crafting the budget and determining expenditures each year, recommendations from the band director shall be made to the Band Booster Club, and the Band Booster Club shall review the request and approve what it feels it can financially support and agree on. Likewise, the Band Booster Club shall recommend to the director items it wishes to purchase and must have the approval of the band director prior to the expense so that the purchase is in the best interest of the program, school, and district and meets the policies and procedure of the school and Conroe ISD.
- B. The Band Booster Club shall operate within the total approved budget. Any expenditure that would exceed the total approved budget will require approve of the Band Booster Club general membership at a scheduled meeting.
- C. Individual expense account's actual expenses may be higher and lower than their budgeted amounts. This variance is permissible as long as the overall expenditures do not exceed the total approved budget, and said variances are further restricted as follows:

- If an individual expense account's actual expenditure total exceeds its budgeted amount by 5% of the total approved budget, a formal report of the variance must be presented by the Accounts Payable Treasurer to the board to detail the nature of the expenditures.
 - If an individual expense account's actual expenditure total is anticipated to exceed 10% of the total approved budget, and /or in fact does exceed 10% of the total approved budget, this must be reported to the general membership at a booster meeting. A simple majority vote of general membership in attendance is necessary before release of funds for the over expenditure in the individual account.
- D. Funds may be reserved, as recommended by the Board and approved by the general membership, that can be used for specific purchases that may require collection of funds over multiple years.
- E. All monies received by the organization shall be held in one or more accounts at a local bank. Authorized check signers are Accounts Payable Treasurer, President, and one other board member selected by the board (excluding the Vice President of Finance and the Accounts Receivable Treasurer.) Checks of two hundred dollars (\$200.00) or less require only a single authorized signature. All checks over Two Hundred Dollars (\$200.00) shall require two (2) signatures. The Board will establish proper controls and policy for cash handling by fund raising committees.
- F. A thorough review of the financial records of the organization will be conducted after June 1 but before the August general meeting of each year and the results presented at the August meeting. A committee consisting of three (3) qualified members in good standing (none of whom are authorized to sign checks) will be appointed to review the books and records of the organization and prepare a report to the Board of Directors of their findings.
- G. At the discretion of the membership, through a majority vote of those present at any scheduled meeting of the organization, an outside auditor shall be retained to perform a limited review, review, or audit of the books and records of the organization, as determined by the membership.

ARTICLE XI – BOOKS AND RECORDS

- A. The organization shall keep correct and complete books and records of account. The books and records include:
1. A file endorsed copy of all documents filed with the Texas Secretary of State relating to the organization, including but not limited to the Articles, and any Articles of amendment, restated articles, articles of merger,

articles of consolidation, and statement of change or registered office or registered agent.

2. A copy of all bylaws, including these bylaws, and any amended versions or amendments thereto.
3. Minutes of the proceedings of the board, and any committees having any of the authority of the board.
4. A list of the names and addresses of the members, directors, officers and any committee members of the organization.
5. A financial statement showing the organization's assets, liabilities, and net worth at the end of the five (5) most recent financial years.
6. A financial statement showing the organization's income and expenses for the five (5) most recent fiscal years.
7. All rulings, letters, and other documents relating to the organization's federal, state and local tax status.
8. The organization's federal, state, and local tax information or income tax returns for each of the organization's five (5) most recent tax years.

ARTICLE XII - FISCAL YEAR

The Fiscal Year of the organization shall begin on the First (1st) day of June and shall end on the Thirty First (31st) day of May.

ARTICLE XIII – DISPOSITION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV – AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by two thirds (2/3rds) majority vote of members present at a regular meeting, provided the amendment was presented in writing and read at the previous regular meeting. The notice of any meeting at which these Bylaws are altered, amended, or repealed, or at which new bylaws are adopted shall include the text of the proposed bylaw provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions.

These by-laws incorporate amendments voted and approved by the board of directors and general membership on the following dates:

First Amendment to the By-Laws May 24, 2007

Second Amendment to the By-Laws May 20, 2009

Third Amendment to the By-Laws October 14, 2009

Fourth Amendment to the By-Laws December 9, 2010

Fifth Amendment to the By-Laws November 10, 2011

Sixth Amendment to the By-Laws October 13, 2016

Seventh Amendment to the By-Laws May 16, 2018