

By-Laws
Lamar Middle School Band Boosters
Lamar Longhorn Band, Flower Mound, Texas

Article One: Name

The name of this organization is the Lamar Middle School (LMS) Band Booster club, henceforth referred to as “the club”.

Article Two: Organization

The Lamar Middle School Band Booster Club shall be a nonprofit organization. Sponsored by the Lamar Longhorn Band Director.

Article Three: Purpose

- Section 1: To promote and maintain community interest in the LMS Band program
- Section 2: To provide all possible support both moral and financial to the LMS Band program, to assure no child is denied the ability to participate due to financial hardship.
- Section 3: To develop and implement revenue-making projects to supplement the financial well being of the LMS Band program.
- Section 4: The LMS Band Booster Club commits itself to cooperate with school officials for both building and maintaining a band program based on excellence. To promote general activities pertaining to the band in accordance with UIL Guidelines as well as District Policy for Booster Clubs, taking precaution not to interfere with the curriculum and direction of LMS Band Directors.

Article Four: Membership

- Section 1: Membership shall be made available to all parents relatives, and supporters of LMS students involved in the band program.
- Section 2: No membership dues shall be required.
- Section 3: Lifetime membership may be awarded to any deserving person(s) as selected by the Executive Board and shall maintain a right to vote.
- Section 4: The sponsor shall not be a member.

Article 5: Officers

- Section 1: Each Officer shall be a member as prescribed in Article Four.
- Section 2: The Officers of the club shall consist of a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
- Section 3: All officers shall be elected by the membership for a one-year term.

Section 4: Officers may not serve more than two terms in any one office.

Section 5: All elected officers shall comprise the Executive Board.

Article Six: Vacancies

In the event of a vacancy in the office of President, the Vice-President should succeed, if he/she so desires, or the Executive Board can appoint a new one. In the case of vacancy in the offices of other officers, the Executive Board shall fill the vacancy by appointment.

Article Seven: Duties of Officers

President:

Presides at all meetings. Confirms that a quorum is present before conducting business. Is authorized to sign on all bank accounts. Appoints all committee members, in consultation with the Executive Board. Coordinates the work of the officers and committees of the club. Serves as ex-officio of all committees. Votes when voting is by ballot, on other cases votes to break a tie. Performs the duties prescribed by these by-laws and by the parliamentary authority adopted by the club.

1st Vice President:

Acts as the aide to the president. Presides at meeting in the absence of the President. Oversees committees. Serves on the Nominating Committee. Is authorized to be a second signer on checking account. Performs the duties as prescribed by these by-laws and by the parliamentary authority adopted by the club.

2nd Vice President:

Acts as aid to the president. Presides at meetings in the absence of the President and 1st Vice President. Oversees membership and volunteer information. Is authorized to be a second signer on checking account. Performs the duties as prescribed by these by-laws and by the parliamentary authority adopted by the club.

Secretary:

Shall keep accurate record and minutes of all meetings of the membership and Executive Board: maintain all records and valuable papers of the LMS Band Boosters and conduct the correspondence of the organization as directed by the president, for a period of five years. Is authorized to be a second signer on checking account. Performs the duties as prescribed by these by-laws and by the parliamentary authority adopted by the club.

Treasurer:

Maintains custody of all funds of the club. The funds shall be deposited in a legal banking institution. Is authorized to sign on all accounts. Keeps books of account and records including band statements, receipts, budgets, invoices and paid receipts for five years. Makes disbursements as authorized by the President, Executive Board or club or in accordance with the budget. Presents financial statement at general meetings, executive meetings and at other times as requested by the Executive Board. Prepare 1099 forms for any non-employee who is paid by the booster club in the amount of \$600.00 during the calendar year. File IRS form 990EZ by the 15th day of 5th month after the organizations accounting period ends. Prepares an annual report to be submitted to the principal. Performs the duties as prescribed by these by-laws and by the parliamentary authority adopted by the club.

Article Eight: Election of Officers

- Section 1: A Nominating Committee consisting of at least three members will be formed in March. The President will solicit volunteers. Nominations from the floor will be accepted at this time, for the Nomination Committee to take under consideration.
- Section 2: The Vice President serves on the Nominating Committee.
- Section 3: The Nominating Committee shall nominate at least one eligible person for each office and present names at the April General Membership meeting for election.
- Section 4: Officers are elected in April at the general membership meeting and serve for a term of one year, starting June 1.
- Section 5: Installation of Officers shall be held at the May General membership meeting.

Article Nine: Meetings

- Section 1: General membership meetings to conduct the business of the club will be held monthly during the school year, i.e. September through May, or as otherwise established by the Executive Board.
- Section 2: A quorum consists of at least three members of the Executive Board and two additional members.
- Section 3: Special meetings may be called by the President and/or by the request of a majority of the Executive Board at such times as occasion demands.
- Section 4: General membership meetings may be cancelled by the President and/or by the request of a majority of the Executive Board at such times as occasion demands.
- Section 5: The parliamentary procedures outlined in Robert's Rules of Order shall govern this club's meetings and public gatherings in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order of this club.

Article Ten: Executive Board

- Section 1: The Executive Board consists of the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
- Section: 2: Duties of the Executive Board:
- a. Prepare and submit to the club for adoption a budget for the year.
 - b. Approve/disapprove unbudgeted expenditures requested by the band program directors and required for the band program which the Lewisville Independent School District (LISD) is not able to fund.
 - c. Fill vacancies by appointment of officers and chairs.

- d. Transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the club.
- e. Create standing and special committees.
- f. Approve plans of work of the special committees.
- g. Review all applications for scholarships.
- h. Present a report at the general membership meetings of the club.
- i. An auditing committee of at least three members shall be appointed by the Executive Board for audits, which should be done annually at the end of the fiscal year. Their findings shall be kept as part of the permanent record held for five years.

- Section 3: Meeting of the Executive Board
- a. Regular meetings will be held during the year, the time to be fixed by the board at its first meeting of the year.
 - b. A majority of the Executive Board membership constitutes a quorum.
 - c. Special meetings may be called by the President or by a majority of the members of the Executive Board
 - d. The Executive Board shall cause to be kept a record of all its directives, acts, and proceedings of its meetings and to present record of said proceedings at the next general membership meeting.

Article Eleven: Fiscal Operations

- Section 1: The fiscal year shall begin on August 1 and run through July 31.
- Section 2: All accounts shall be deposited in a legal banking institution and require two officer signatures, typically the Treasurer and President. In the event any two officers are related two non-related officers must sign the checks. All checks will be written on pre-numbered bank checks. Any changes to accounts or banking institution shall be voted on by the Executive Board, requiring a majority vote to make changes.
- Section 3: Audits shall take place at least two weeks after receipt of July banking statement and no longer than four weeks after receipt of July statement. Results should be presented at the September Executive Board meeting and the September general membership meeting.
- Section 4: The Executive Board shall be responsible to present money raising projects each year to the general membership for a majority vote.
- Section 5: The Executive Board shall prepare a yearly budget and present it to the general membership at the September meeting for a majority vote.
- Section 6: Changes to money raising projects and budget will be brought before the general membership at a specially called meeting if necessary, or the next scheduled membership meeting for a majority vote.

Article Twelve: Committees

- Section 1: The Standing Committees consist of: Chaperones, Fund Raising, Events, Newsletter, Uniforms, Nominating, and MHS Band Liaison.

Section 2: The executive Board may create special committees, as it deems necessary to carry on the work of the club. The terms of each chair shall be one year.

Article Thirteen: Amendments

The LMS Band Booster club by-laws may be amended by a majority vote of the general membership. The proposed amendment must be presented at a meeting prior to the meeting in which the voting is to occur.

Article Fourteen: Dissolution

If for any reason the organization shall disband, the Treasurer and the President shall deliver to the proper school authorities, for band use only, all assets of the organization.

Adopted on April 24, 2006

Signed: _____
President

1st Vice President

Effective on April 9, 2009