

# **Lamar Middle School BAND BOOSTER BYLAWS**

## **ARTICLE I: Name**

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

## **ARTICLE II: Organization**

The club shall be a nonprofit organization and is sponsored by the Lamar Band Director.

## **ARTICLE III: Purpose**

- Section 1: 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 2: To promote and maintain community interest in the LMS Band program
- Section 3: To develop and implement revenue-making projects to supplement the financial well-being of the LMS Band program.
- Section 4: The 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 IV: 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.

## **ARTICLE V: 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, 2 vice presidents, a secretary and a 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 VI: Vacancies**

In the event of a vacancy in the office of President, the 1<sup>st</sup> Vice-President will succeed otherwise the Executive Board will appoint a new one. In the case of a vacancy in the offices of other officers, the Executive Board shall fill the vacancy by appointment.

## **ARTICLE VII: Duties of Officers**

Section 1: The president shall:

- a. coordinate the work of the officers and committees in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the association;
- c. preside at all meetings of the club;
- d. appoint chairs of special committees, subject to approval of executive board;
- e. be authorized to sign on bank accounts as one of two required signatures on all checks;
- f. be authorized to sign contracts that have been approved by the executive board;
- g. be listed as the principal officer and be authorized to sign tax documents;
- h. appoint the financial reconciliation committee, subject to the approval of the executive board; and
- i. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

Section 2: Vice Presidents

- a. First Vice President – Budget & Finance shall:
  1. be the aide-to-the-president and be in charge of Budget & Finance;
  2. preside in the absence of the president (in their designated order);
  3. coordinate fund-raising activities with committee chairs;

4. open, review, initial and date each bank statement (cannot be a check signer); and
5. provide monthly budget updates and guidance on budget changes.

b. Second Vice President – Committees & Volunteers shall:

1. be the aide-to-the-president and be in charge of Committees and Volunteers;
2. preside in the absence of the president (in their designated order);
3. be authorized to sign on bank accounts as one of two required signatures on all checks;
4. coordinate and guide committees to fulfill their charge towards the stated Purposes;
5. ensure each committee has more than one member (chair), preferably three
6. liaise with school administration on the background check process;
7. provide qualified volunteers to the board and committee chairs; and
8. chair the nominating committee.

Section 3: The Secretary shall:

- a. record the minutes of all meetings (board and membership);
- b. keep an accurate record of attendance at executive board meetings;
- c. be responsible for correspondence;
- d. have a current copy of the bylaws; and
- e. maintain the records retention policy (5 years);

Section 4: The Treasurer shall:

- a. have custody of all the funds to be deposited in a legal banking institution;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the appropriate retention period;
- c. make disbursements in accordance with the budget adopted by the association;
- d. sign on bank accounts as one of two required signatures on all checks;
- e. present a financial report, both written and verbal, at every meeting (board & membership);
- f. be responsible for the maintenance of such books of account and records as conform to the requirements of Article XI of these bylaws;
- g. complete and file all necessary tax documents; and
- h. present books to the financial reconciliation committee as requested.

## **ARTICLE VIII: 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 2<sup>nd</sup> Vice President chairs the Nominating Committee.
- Section 3: No person shall serve two (2) consecutive years on the nominating committee.
- Section 4: Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- Section 5: Officers are elected in May at the general membership meeting and serve for a term of one year, starting June 1.

## **ARTICLE IX: Meetings**

- Section 1: General membership meetings to conduct the business of the club will be held monthly during the school year, August 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: In a dire situation, the executive board may call for a vote by phone, email, or other electronic means if authorized by the president. Members shall have at least forty-eight (48) hours to cast their votes. The vote shall be recorded in the minutes of the next regular meeting.
- Section 6: 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 X: Executive Board**

Section 1: The Executive Board consists of the President, 1<sup>st</sup> Vice President – Budget & Finance, 2<sup>nd</sup> Vice President – Committee & Volunteers, 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. Present a report at the general membership meetings of the club.
- h. A financial reconciliation 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 keep 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 XI: 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 XII: Committees**

Section 1: The Standing Committees consist of:

- a. **Sustenance Committee:** Arrange food and beverages (water) for Band events including but not limited to Summer Band, Football Games and Practice Marathons.
- b. **Uniform Committee:** Check out, assess and check in formal band uniforms.
- c. **Fund-Raising Committee:** Secure & coordinate Bite Nights; coordinate beginning of year donation/fund-raising event (example: cookie sale, discount book, pizza sale).
- d. **Public Relations:** Devise communication plan to include website, elementary feeder evangelism; coordination of publicity with local newspapers, other media outlets and the district.

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

- a. **Masquerade Ball Committee:** Coordinate decorations, food, DJ, dates and venue for the ball. Work with the directors to secure a date in October.
- b. **Winter Party:** Coordinate decorations, food, DJ, dates and venue for the event. Work with the directors to secure a date in December. Unlike the Masquerade Ball, the event type varies from year-to-year and will therefore have different/additional requirements.
- c. **Garage Sale:** Secure & coordinate a date and location for the annual spring event. Provide a plan, transportation and storage of garage sale goods prior to the event and

on event day. Coordinate with the treasurer to have change and counting forms for after-sale wrap-up.

- d. **End-of-Year BBQ:** Work with the director on date planning, securing the location, publicity and ticket collection. In addition, coordinate & obtain food and drinks.

### **ARTICLE XIII: Amendments**

The club bylaws 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 IV: 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.

APPROVED 02 APRIL 2012