

BY LAWS

Lamar High School Band Booster Club

Arlington, Texas

Revised: September 11

ARTICLE I

Name

The name of the organization is

LAMAR HIGH SCHOOL BAND BOOSTER CLUB
(LBBC)

ARTICLE II

Purpose

Section 1 The Organization

- A. The LBBC is organized and operated exclusively for charitable and educational purposes in accord with Sec. 501(c)(3) of the Internal Revenue Code.
- B. The LBBC is a part of and subject to the bylaws of the Lamar Instrumental Booster Club ("LIBC"), its parent organization.
- C. The LBBC will not have a separate Tax ID Number, but will operate under the LIBC Tax ID Number.

Section 1. Primary purposes

- A. To assist the Lamar High School (LHS) band directors in carrying out the activities of the Lamar High School band financially and physically towards realizing the objectives of the Band Music Program at Lamar High School, Arlington, Texas.
- B. To promote interest in and support for the bands of Lamar High School, Arlington, Texas.
- C. To stimulate a spirit of fellowship and cooperation among the members of the LBBC.

Section 2. General purposes and powers

- A. To promote parent/student relationships through activity and interest in the LHS band program.
- B. To promote better parental understanding of the students' obligations within the LHS band program.
- C. To improve Lamar High School spirit through attendance at band functions.
- D. The LBBC shall have final discretion on which activities are financially supported.

Section 3. Notwithstanding any of the above statements of purposes and powers, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this organization.

ARTICLE III Basic Policies

Section 1. The LBBC shall operate within UIL rules and state laws.

Section 2. The LBBC shall assist the band directors in carrying out the activities of the bands and to give aid in realizing the objectives of the LHS band program.

Section 3. The LBBC shall promote interest and financial support for the LHS band program.

Section 4. The LBBC shall sponsor fundraisers strictly toward the needs of the band program as designated by the Band Director and/or the Executive Committee, and provide scholarships for graduating seniors when such funds are available.

Section 5. The LBBC shall not interfere in the decision-making prerogatives of the Band Director or his/her designee in relation to band activities.

Section 6. In the event of dissolution of the LBBC, its assets shall be given to the LIBC for use in instrumental music related matters.

Section 7. COMPENSATION OF OFFICERS

Neither the officers, committee chairpersons, nor members serving on committees shall receive salary or compensation for services rendered as such to the LBBC.

ARTICLE IV Members/Volunteers

Section 1. Membership

Membership shall consist of any person interested in assisting and promoting the LBBC and willing to pay membership dues.

Section 2. Membership Dues

Membership dues shall be established annually by the Executive Board.

Section 3. Member Voting Privileges

Voting privileges belong strictly to paid members of the LBBC.

Section 4. Volunteers

All volunteers must be AISD approved prior to participating as a volunteer in any LBBC function.

ARTICLE V
LBBC Leadership

Section 1. Eligibility to Hold Office

Eligibility to hold office shall be open to any member of the LBBC who has paid their membership dues and is an approved AISD Volunteer.

Executive Committee

Section 2. Constitution of Executive Committee

The Executive Officer voting positions of President, Secretary, Treasurer, Vice President-Communication, Vice President-Membership, Vice President-Social, Vice President-Ways and Means, Color Guard Liaison, Drumline Liaison, Jazz Liaison, Student Liaison, Travel Manager, Freshman Liaison, and Junior High School Representative(s) (one for each “feeder” Junior High School) shall constitute the Lamar High School Band Booster Club Executive Committee. All officers must have paid their membership dues and submitted their AISD Volunteer Application by the end of June each year.

Section 3. Duties of the Executive Committee

The Executive Committee shall:

- have the authority and power over the affairs of the LBBC between its business meetings
- run the actual day-to-day operations of the LBBC
- plan and evaluate fund raising activities and events
- present recommendations to the general membership
- perform such other duties as are specified in this Constitution.
- Provide any and all reporting as required to the LIBC
- Elect 3 additional members, whether Executive Committee members or General members to serve as Regular Directors of the LIBC Board.

Section 4. Election of Executive Committee

The nominating committee (see Article VIII, Section 4-A) shall nominate a candidate for each executive committee position and present their report at the LBBC Executive Committee for approval. The approved slate of officers presented at the Annual Meeting held during the Band final concert of the year in

May for approval by the general membership. Before voting, additional nominations from the floor shall be permitted. Nominations from the floor must have a written approval from the person being nominated.

The Executive Committee shall be elected by a majority voice vote of the general LBBC Membership (See Article IV Section 3) present unless the vote taken brings about an inconclusive result, at which time the majority vote can be verified by a show of hands.

In the event the office of president shall become vacant, the Executive Committee will elect by a majority vote one of the vice-presidents to become acting president. In the event any other office shall become vacant, it shall be filled at the next general meeting by nomination from the Executive Committee and a simple majority vote of the membership present.

An officer may resign from office at any time by giving written notice of resignation to the President or the Executive Committee. An officer may be removed from office by three-fourths vote of the voting Executive Committee present at any general meeting or special meeting called for this purpose. In this case, the notice of the meeting must state that this is the purpose of the meeting, and the notice must be given at least 5 days before the meeting. Vacated positions will be filled as defined in the preceding paragraph.

Section 5. Co-Officers

Co-Officers may be elected; however, there shall be only one vote per office. One of the co-positions shall be the designated voter, and the alternate may vote in the absence of the designated voter.

Section 6. Office Tenure

Each Executive Officer shall hold office for a term of one year, beginning in June and continuing through the end of the following school year, or until their successors are elected.

- No Executive Officer shall hold more than one Executive office at one time.
- No Executive Officer shall be eligible to serve more than two consecutive terms in the same office with the exception of the secretary and with the approval of the Board of Directors. An Executive Officer who has served two consecutive terms in the same office may be re-elected to that office only after an interim of one year.
- Whenever practical, it is recommended that the office of President be filled by a member who has previously served on the Executive Committee.

ARTICLE VI

Duties of the Executive Officers

Section 1. Sub-Committees

All members of the Executive Committee are expected to solicit/form sub-committees to help them carry out their responsibilities.

Section 2. President

The President shall be a voting member of, and presiding officer over, the Executive Committee, the Board of Directors, and shall

- preside over all meetings of the LBBC
- be responsible to see that all committee positions are filled, as deemed necessary to fulfill the purpose of the LBBC
- have administrative charge of the Student Liaison
- follow up on audit –action items
- serve as an ex-officio member of all committees, except the Nominating Committee.
- Serve as a Regular Director of the LIBC

The President shall relay information provided by the directors to parents as needed.

The President shall perform those duties applicable to the office as prescribed by the parliamentary authority adopted by the LBBC, shall coordinate as necessary with the liaisons listed in Article VI, Sections 9-13, and such other duties as the Band Director, from time to time, shall request.

Section 3. Vice-President - Communications

The Vice-President - Communications shall be a voting member of the Executive Committee. The Vice-President - Communications shall have administrative charge for all of the Communication requirements of the LBBC. These could include, but not be limited to maintaining the LBBC Website, the LBBC Newsletter, publication of Concert Programs and annual publication of the Band Directory. Communications should work jointly with Ways and Means and Membership on ventures such as the Concert Programs. Ways and Means should set ad prices. Membership and Ways and Means should solicit the ads and enlist the aid of all members in soliciting ads.

Further, the Vice-President - Communications shall perform such other duties and have such other authority and powers as the President from time to time, shall delegate, shall coordinate as necessary with the liaisons listed in Article VI, Sections 9-13, and such duties applicable to the office as prescribed by the parliamentary authority adopted by the LBBC.

Section 4. Vice-President - Membership

The Vice-President - Membership shall be a voting member of the Executive Committee. The Vice-President – Membership shall have administrative charge of maintaining the Membership and Volunteer information of the LBBC. These could include, but not be limited to maintaining contact information of the LBBC members, soliciting members (individuals and corporate), tracking volunteer information and working with all areas of the LBBC in supplying volunteer information, and soliciting volunteers as required. The Vice-President – Membership shall keep all sensitive AISD volunteer information confidential.

Further, the Vice-President – Membership shall perform such other duties and have such other authority and powers as the President, from time to time, shall delegate, shall coordinate as necessary with the liaisons listed in Article VI, Sections 9-13, and such duties applicable to the office as prescribed by the parliamentary authority adopted by the LBBC.

Section 5. Vice-President - Social

The Vice-President - Social shall be a voting member of the Executive Committee. The Vice-President – Social shall have administrative charge of overseeing and participating in all “social” functions associated with various Band events. Examples include, but are not limited to: Planning and execution of meals and/or snacks for the Band members at competitions, during band camps, and after concerts, and decorating the Band Hall prior to UIL marching and concert competitions.

Further, the Vice-President – Social shall perform such other duties and have such other authority and powers as the President from time to time, shall delegate, shall coordinate as necessary with the liaisons listed in Article VI, Sections 9-13, and such duties applicable to the office as prescribed by the parliamentary authority adopted by the LBBC.

Section 6. Vice-President – Ways and Means

The Vice-President - Ways and Means shall be a voting member of the Executive Committee of the LBBC and serve as a Regular Director of the LIBC.. The Vice-President – Ways and Means shall have administrative charge of the fund raising efforts of the LBBC. Ways and Means should work jointly with all areas of LBBC. An example would be working with Membership and Communications on ventures such as the Concert Programs. Ways and Means should set ad prices and help solicit the ads while Communications publishes the Programs.

Further, the Vice-President – Ways and Means shall perform such other duties and have such other authority and powers as the President, from time to time, shall delegate, shall coordinate as necessary with the liaisons listed in Article VI, Sections 9-15, and such duties applicable to the office as prescribed by the

parliamentary authority adopted by the LBBC.

Section 7. Secretary

The Secretary shall be a voting member of the Executive Committee. The Secretary shall:

- be the recording officer of the LBBC
- attend all meetings of the Executive Committee, the Board of Directors, and the General Membership
- record and preserve all proceedings
- furnish a copy of these proceedings to the Band Director and the Executive Committee
- obtain and preserve all annual reports from officers and committees presented at the annual meeting
- file all essential papers in the LBBC file cabinet

Further, the Secretary shall perform such other duties as, from time to time, may be assigned by the President and such duties applicable to the office as prescribed by the parliamentary authority adopted by the LBBC.

Section 8. Treasurer

The Treasurer shall be a voting member of the Executive Committee. The Treasurer shall

- maintain all monies of the LBBC
- keep accurate records of receipts and disbursements
- disburse funds only as authorized by the President and/or Executive Committee
- update bank signature card prior to the summer marching season
- check all records for accuracy and receipts/invoice before the May Executive Committee Meeting
- have Treasurer's records and receipts for the past year in order for the audit committee after the June bank statement has been reconciled, but not later than July 31st.
- present a written statement of account, in itemized form, at every meeting of the Executive Committee, the Board of Directors and the General Membership with a year-end report to be presented at the annual meeting, or as may be requested by the President.

Signature cards for bank accounts shall include signatures of the President, Secretary, and Treasurer.

All monies collected shall be counted by two separate persons from the following: the committee chair responsible for the fundraising, the Treasurer or the President. Two signatures are required on the LBBC Reimbursement / Deposit Form.

No expenditures will be paid without a properly completed Reimbursement Request Form accompanied by appropriate receipts or invoice at time of the request. If an advance is necessary it must have the approval of the President. A properly completed LBBC Reimbursement Request accompanied by appropriate receipts or invoice should be submitted as soon as practical.

No expenditure may be requested and approved by the same person. No check signer may sign a check to themselves.

Further, the Treasurer shall perform such other duties as, from time to time, may be assigned by the President and such duties applicable to the office as prescribed by the parliamentary authority adopted by the LBBC.

Section 9. Color Guard Liaison

The Color Guard Liaison shall be a voting member of the Executive Committee. The Color Guard Liaison shall work to improve coordination of all Color Guard activities and parental involvement with those of the band by working with appropriate Executive Committee VP's. This could include, but not be limited to communicating events, planning/serving meals and travel needs.

Section 10. Drumline Liaison

The Drumline Liaison shall be a voting member of the Executive Committee. The Drumline Liaison shall work to improve coordination of all Drumline activities and parental involvement with those of the band by working with appropriate Executive Committee VP's. This could include, but not be limited to communicating events, planning/serving meals and travel needs.

Section 11. Jazz Liaison

The Jazz Liaison shall be a voting member of the Executive Committee. The Jazz Liaison shall work to improve coordination of all Jazz Band activities and parental involvement with those of the band by working with appropriate Executive Committee VP's. This could include, but not be limited to communicating events, planning/serving meals and travel needs.

Section 12. Student Liaison

The Student Liaison shall be a voting member of the Executive Committee. The Student Liaison shall, with the coordination of the Director, work to build rapport with the Band students and serve as a mentor to them. During times when band leadership is in need of direction, such as organizing an event, it will be the responsibility of the Student Liaison to provide such direction.

Section 13. Travel Manager Liaison

The Travel Manager Liaison shall be a voting member of the Executive Committee. The Travel Manager Liaison shall be responsible for ensuring all equipment is properly maintained. They oversee the loading, unloading and safe transportation of all items necessary to support the Band on all trips. Examples include but are not limited to equipment, ice chest, water bottles and any other item deemed necessary. The Travel Manager Liaison also oversees the hydration of the Band at activities.

.Section 14. Junior High School Liaison(s)

The Junior High School Liaison(s) shall be a voting member of the Executive Committee. There will be at most one Junior High School Liaison for each Junior High School feeding band students into the Lamar High School Band. The Junior High School Liaison(s) shall serve as the main line communications between their respective schools and the LBBC. This will include communicating fund raising events, general band needs, concert events, volunteer opportunities and any other item that will help promote the Junior High School Band Program(s).

Section 15. Freshman Liaison

The Freshman Liaison shall be a voting member of the Executive Committee. The Freshman Liaison shall serve as the main line communications between the freshman parents as well as those new to the Lamar Band program and the LBBC. This will include communicating scheduling, band member expectations, carpooling, fundraising events, general band needs, concert events, volunteer opportunities and any other item that will help promote Lamar High School Band Program(s). This person shall make themselves available for questions by new band member parents.

ARTICLE VII

Board of Directors

Section 1. Constitution of the Board of Directors

The Executive Committee, the LIBC officers and the Band Director shall constitute the Board of Directors.

Section 2. Duties of the Board of Directors

The Board of Directors shall

- have oversight responsibilities of the LBBC
- ensure the LBBC is operating under the guidelines of UIL, AISD and the LIBC
- ensure that the Audit Committee findings are acted upon.

Section 3. Meetings

Specific meetings of the Board of Directors may be called by the Band Director and/or the LBBC President, with prior notification of time, place, and purpose of the meeting.

**ARTICLE VIII
Committees**

Section 1. The Band Director may be an ex-officio member of any Committee.

Section 2. Committees, other than the Executive Committee of the LBBC, shall consist of Sub-committees and Temporary committees. Sub-committees shall be formed by members of the Executive Committee in order to carry out the duties of the LBBC. A member of the Executive Committee shall have administrative charge over each sub-committee.

The President is an ex-officio member of all committees except the Nominating Committee.

Section 3. Sub-Committees

Sub-committees shall be formed by the Executive Committee in order to carry out the duties of the LBBC. (i.e., sub-committees to organize the chaperones, recruit volunteers, provide and prepare food for competitions and individual fundraising functions.) A member of the Executive Committee must have administrative charge over each sub-committee. These sub-committees will perform such duties as outlined in the policies and procedures. Sub-committees may change from year to year as the needs of the LBBC change.

Section 4. Temporary Committees

A. Nominating Committee

A Nominating Committee of an odd number of members not less than three, appointed by the President, will be presented to the membership at a general meeting held in February/March.

It shall be the duty of this committee to nominate a candidate for each Executive Committee position, voting and non-voting, and following approval of the Executive Committee, present their report at the general membership meeting in March/ April followed by an election in April/May.

B. Scholarship Committee

A Scholarship Committee of an odd number of members not less than three shall be appointed in the spring by the President. No parent or guardian of a senior student shall serve on this committee.

It shall be the duty of this committee to select recipients from student applications for scholarships and present their selections to the Band Director.

C. Audit Committee

An Audit Committee consisting of not less than three members, who are not signers on LBBC bank accounts, shall be appointed after the transition board meeting by the newly elected President, providing an audit committee is not provided by the LIBC.

It shall be the duty of this committee to audit the financial records and transactions of the LBBC for the past fiscal year. Audit is to take place after the June bank statement has been reconciled (which should occur no later than July 31).

The audit committee report shall be presented to the Executive Committee for approval prior to the Fall Meeting, where it will be presented to the general membership.

ARTICLE IX

Meetings

Section 1. Meetings shall be scheduled by the President of the LBBC after consultation with the Band Director and shall not be in conflict with the school calendar, whenever possible.

Section 2. Required meetings of the LBBC Membership

- A. Band Parent's Meeting to be held in August, for the purpose of imparting introductory information to parents.
- B. Fall Meeting to be held in September/October, for the purpose of updating parents on the Marching Program and other business deemed necessary.
- C. Winter Meeting to be held February/March/April, for the purpose of presenting the Nominating Committee members and other business deemed necessary. May be in conjunction with the Band Contest Trip Meeting.

D. Band Contest Trip Meeting (in years where a spring trip is scheduled) to be held in February/March/April (may be in conjunction with a March General Meeting), for the purpose of imparting information about the annual spring trip and other business deemed necessary.

E. Annual Meeting to be held at the May Spring Band Concert, for the purpose of electing officers, and other business deemed necessary.

Section 3. The Executive Committee will hold a meeting at intervals as decided by the President and prior to each general Membership meeting, at which time an agenda for the next general Membership meeting of the LBBC is formulated.

Section 4. Other meetings of the Booster Club Membership may be called by the President or the Executive Committee after consultation with the Band Director. Notice shall be made to the Membership as early as possible.

Section 5. A meeting of the current Executive Committee and the incoming Executive Committee will be held in May/June for the purpose of receiving year-end reports, all receipts not previously turned in, and procedure notebooks from current Executive Committee members, transacting old or new business, and passing responsibilities on to the new Executive Committee.

Section 6. Those voting members present at any scheduled or called meeting of the General Membership and/or Executive Committee shall constitute a quorum for the transaction of business.

ARTICLE X Fiscal Year

Section 1. The fiscal year of this organization shall begin July 1st and end June 30th.

ARTICLE XI Indemnification

1.01(a) To the extent permitted by law, the LBBC shall indemnify any one or more of its past or present officers, directors, committee members or volunteers who was, is, or may be named defendant or respondent in any action, suit or proceeding or any inquiry or investigation as a result of his or her acts or omissions within the scope of his or her official capacity in the LBBC.

(b) The LBBC shall indemnify a person only if he or she acted in good faith and reasonably believed that the conduct was in the LBBC's best interest. In a case of a criminal proceeding, the person may be indemnified only if he or she had no reasonable cause to believe that the conduct was unlawful. The LBBC shall not indemnify a person who is found liable to the LBBC or is

found liable to another on the basis of improperly receiving a personal benefit. A person is conclusively considered to have been found liable in relation to any claim, issue, or matter if a court of competent jurisdiction has adjudged the person liable and all appeals have been exhausted.

(c) In addition to the situations otherwise described in this Section, the LBBC may indemnify a director, officer, committee member or volunteer of the LBBC to the extent permitted by law. However, the LBBC shall not indemnify any person in any situation in which indemnification is prohibited by the terms of paragraph 1.01(b) above.

(d) Before the final disposition of a proceeding, the LBBC may pay indemnification expenses permitted by the bylaws and authorized by the LBBC. However, the LBBC shall not pay indemnification expenses to a person before the final disposition of a proceeding if:

- The person is a named defendant or respondent in a proceeding brought by the LBBC; or
- The person is alleged to have improperly received a personal benefit or committed other willful or intentional misconduct.

(e) If the LBBC may indemnify a person under the bylaws, the person may be indemnified against judgments, penalties, including excise and similar taxes, fines, settlements and reasonable expenses (including attorney's fees) actually incurred in connection with the proceeding. However, if the proceeding was brought by or on behalf of LBBC, the indemnification is limited to reasonable expenses actually incurred by the person in connection with the proceeding.

(f) The LBBC may, upon the affirmative vote of the directors, purchase insurance for the purpose of securing the indemnification of its directors, officers and others to the extent that such indemnification is allowed by these Bylaws or by law. Such insurance may be for some or all of such purposes, but the purchase of insurance shall not limit the indemnification provisions of the preceding paragraph. No repeal or amendment of these provisions shall have any effect on the rights or indemnity of any person which occur prior to such repeal or amendment.

ARTICLE XII

Method of Amendment

Section 1. The President shall appoint a committee of three, including a chairperson, to study the proposed amendment(s) to this Constitution and to present their recommendations to the Executive Committee for approval.

Section 2 This Constitution may be amended at any general meeting of the LBBC membership by majority vote of the voting members present provided the Executive Committee and the LBBC Board of Directors has approved the proposed amendment(s) and has given the general membership notice at least thirty days prior to vote.

ARTICLE XIII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the LBBC in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the LBBC may adopt.

**Executive Committee
Voting Members**

President

Vice-President - Membership

Vice-President - Ways and Means

Vice-President – Social

Vice-President – Communications

Treasurer

Secretary

Color Guard Liaison

Drumline Liaison

Jazz Liaison

Student Liaison

Travel Manager

Freshman Liaison

Jr. High Rep (s)