



## **BYLAWS**

Revised May 23<sup>rd</sup>, 2023

### **ARTICLE I**

#### **Name**

The name of this nonprofit association shall be the Lamar High School Band Booster Club, hereby the LBBC. The LBBC is a part of and subject to the Bylaws of the Lamar Instrumental Booster Club, hereby the LIBC, its parent organization.

### **ARTICLE II**

#### **Purposes**

Section 1. **Objectives.** The purposes of the LBBC, in conjunction with UIL guidelines governing music boosters in the state of Texas are as follows:

- A. To assist the Lamar High School (LHS) Band Directors in carrying out the extracurricular activities of the LHS Band through material fundraising and volunteerism.
- B. To promote interest in and support for the bands of LHS.
- C. To promote parent/student relationships through activity and interest in the LHS band program.
- D. To stimulate a spirit of fellowship and cooperation among the members of the LBBC.
- E. To promote better parental understanding of the students' obligations within the LHS band program.
- F. To improve LHS spirit through attendance at band functions.

### **ARTICLE III**

#### **Basic Policies**

Section 1. The LBBC shall operate within AISD policy, UIL rules and Federal and State laws governing nonprofit organizations.

Section 2. The LBBC shall have final discretion on which activities or materials are financially supported by majority vote of the Executive Board.

Section 3. The LBBC shall not engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this organization.

Section 4. The LBBC shall sponsor fundraisers strictly toward the needs of the band Program as requested by the Band Director and approved by the Executive Board, and to fund no less than one (1) scholarship to a

graduating senior.

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 or band members.

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

Section 7. Neither the Band Directors, Board Officers, committee chairpersons nor members serving on a committee, shall receive salary or compensation for services rendered to the LBBC.

## ARTICLE IV

### Members/Volunteers

Section 1. **Membership.** Membership of the LBBC shall consist of any person who has paid annual membership dues.

Section 2. **Dues.** The LBBC Executive Board shall establish Membership dues annually. Membership dues are to be paid at the beginning of every school year and are non-refundable.

Section 3. **Voting.** Voting privileges belong to any paid member of the LBBC.

Section 4. **Volunteers.** All volunteers participating in LHS band activities must be an AISD approved volunteer per UIL and AISD guidelines. Approval must be received prior to participation as a volunteer in any LBBC function.

Section 5. **Expulsion.** Any paid member of the LBBC whose conduct is considered detrimental to the welfare of the organization may be expelled by a two-thirds (2/3) majority vote of the Executive Board. Prior to a vote, due notice will be given to such member so there is opportunity to be heard.

## ARTICLE V

### Executive Board Officers

Section 1. **Eligibility.** Eligibility to hold an office on the LBBC Executive Board shall be open to any paid member, who is also an approved AISD Volunteer.

Section 2. **Executive Board.** The LBBC Executive Board shall consist of the officer positions listed in Appendix A.

Section 3. **Term of Office.**

A. Each Board Member shall assume their official office following the end of the fiscal year and shall serve a term of one (1) year.

B. No Board Member shall hold more than one office concurrently.

C. No Board Member should serve more than two (2) consecutive terms in their office.

D. A Board Member who has served two consecutive terms in the same office may be re-elected to that office by a two-thirds vote of the entire Executive Board.

Section 4. **Vacancy.** A vacancy in any office, other than President, shall be filled by an affirmative vote of a majority of the LBBC Executive Board.

A. Duties of any vacancy shall be assumed by the Executive Board until a person is appointed and affirmed.

B. A vacancy that has occurred in any office because of death, resignation, removal or disqualification shall be filled for the unexpired term by the appointment of the Band Director and Executive Board majority vote.

C. In the event the office of President shall become vacant, the 1<sup>st</sup> Vice President shall be named President. In the event the 1<sup>st</sup> Vice President office is vacant, the Executive Board will elect, by a majority vote, one of the current officers of the Executive Board to be Interim President.

D. An officer may resign from office at any time by giving written notice of resignation to the President or the Executive Board. An officer may be removed from their position by three-fourths vote of the Executive Board present at a 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 notice must be given at least 3 days prior. Vacated offices will be filled as defined in the preceding paragraph.

## Section 5. **Duties of Officers**

**President.** The President shall be a voting member of, and presiding officer over, the Executive Board, and shall:

- Supervise all activities of the LBBC.
- Preside over all meetings of the LBBC with an agenda of action items.
- See that all committee positions are filled, as deemed necessary to fulfill the purpose of the LBBC.
- Oversee the resolution on all audit action items.
- Be an authorized representative on the LBBC checking account.
- Regularly check the LBBC PO Box to keep track of correspondence.
- Act as official liaison with LHS and the LHS Band Directors on behalf of the Executive Board.
- Assist in the preparation of the Annual budget with the Treasurer and Band Director to be approved by the Executive Board and voted on by the LBBC General Membership.
- Be primary signatory on all contracts involving the LBBC.
- Annually appoint a Parliamentarian.
- Annually appoint an Audit Committee.
- Annually appoint a Nominating Committee.
- Appoint a Bylaws Committee every three (3) years to amend and/or update the LBBC Bylaws, as necessary.
- Relay information provided by the Band Directors to parents, as needed.

**1<sup>st</sup> Vice President Communications.** The 1<sup>st</sup> Vice President Communications shall be a voting member of the Executive Board, and shall:

- Have administrative charge for all of the communication

requirements of the LBBC. These may include, but will not be limited to maintaining the LBBC Website, LBBC social media pages, article for PTA Newsletter, and publication of concert programs.

- Coordinate with VP Ways and Means, VP Volunteers, Membership Chair and LHS Orchestra on the Concert Programs.
- Perform the duties and have the authority to exercise the powers of the President in his/her absence.
- Supervise and coordinate with the Registration Chair.
- Supervise and coordinate with the Program Chair.

**2nd Vice President Volunteers.** The 2<sup>nd</sup> Vice President Volunteers shall be a voting member of the Executive Board, and shall:

- Compile a list of volunteers with a sign-up sheet at LHS Band Registration.
  - Maintain the volunteer list of the LBBC and confirm AISD volunteer approval status with LHS and maintain confidentiality of that status.
- Coordinate with the Band Director and Executive Board to supply volunteers for all LBBC hosted events, these will include, but not be limited to LHS Band competitions, LHS Colorguard competitions, LHS Drumline competitions and LBBC hosted Fundraising events.
- Supervise and coordinate with Membership Chair.
- Supervise and coordinate with Lead Chaperone.

**3rd Vice President Hospitality.** The 3<sup>rd</sup> Vice President Hospitality shall be a voting member of the Executive Board, and shall:

- Oversee all social functions and participation in various LHS Band events. These will include, but are not limited to planning and execution of meals and/or snacks for all LHS Band/Colorguard/Percussion members at competitions, during band camps, and after concerts.
- Coordinate with 2<sup>nd</sup> VP Volunteers to appoint a committee of volunteers to help implement all LBBC activities and special events.
- Supervise and coordinate with Competition Meal Chair.
- Supervise and coordinate with Hospitality Aide(s).

**4<sup>th</sup> Vice President Ways and Means.** The 4<sup>th</sup> Vice President Ways and Means shall be a voting member of the Executive Board, and shall:

- Have administrative charge of the fundraising efforts of the LBBC for specific purpose.
- Work with the Membership Chair, and 1st VP Communications and Orchestra Program to compile the concert program and solicit concert program ads.
- Work with the Band Director to acquire sponsorships for the

LHS Band. • Supervise and coordinate with Fundraising Chair.

- Supervise and coordinate with Spirit Sales Chair.
- Supervise and coordinate with Car Wash Chair.

**5th Vice President Equipment.** The 5th Vice President Equipment shall be a voting member of the Executive Board, and shall:

- Ensure all appropriate LHS Band and LBBC equipment is properly maintained.
- Oversee the loading, unloading and safe transportation of all items necessary to support the band on all trips in coordination with the Band Director and Student Leadership. This will include, but is not limited to equipment, props, ice chests, and any other item deemed necessary.

**6th Vice President Percussion.** The 6th Vice President Percussion shall be a voting member of the Executive Board, and shall:

- Coordinate all Percussion activities and parental involvement with those of the LHS band. This will include, but is not limited to, overseeing travel needs to and from competitions, food and snacks during competitions and communicating Percussion events
- Coordinate with the 4<sup>th</sup> VP Ways and Means to secure fundraising opportunities/sponsorships for Percussion.
- Coordinate with 2<sup>nd</sup> VP Volunteers to provide chaperones for Percussion events.

**7th Vice President Colorguard.** The 7<sup>th</sup> Vice President Colorguard shall be a voting member of the Executive Board, and shall:

- Coordinate all Colorguard activities and parental involvement with those of the LHS band. This will include, but is not limited to, overseeing travel needs to and from competitions, food and snacks during competitions and communicating Colorguard events.
- Coordinate the efforts of the NTCA Winterguard competition hosted by the LBBC, as applicable, with the assistance of the Band Director, Colorguard Director, 2<sup>nd</sup> VP Volunteers and 3<sup>rd</sup> VP Hospitality.
- Coordinate with the 4<sup>th</sup> VP Ways and Means to secure fundraising opportunities/sponsorships for Colorguard.
- Coordinate the needs and scheduling for Winterguard with the Colorguard Director, Band Director and President.

**8th Vice President Jazz Band.** The 8<sup>th</sup> Vice President Jazz Band shall be a voting member of the Executive Board, and shall:

- Coordinate all Jazz Band activities and parental involvement with

those of the LHS band. This will include, but is not limited to, overseeing travel needs to and from competitions, food and snacks during competitions and communicating Jazz Band events.

**Secretary.** The Secretary shall be a voting member of the Executive Board, and shall:

- Be the recording officer of the LBBC Executive Board and General Meetings.
- Attend all meetings of the Executive Board and the General Membership.
- Furnish a copy of these proceedings to the Band Director and the Executive Board within 7 days of all meetings.
- Retain a hard and soft copy of minutes for a minimum of three (3) years in the LBBC file cabinet.

**Treasurer.** The Treasurer shall be a voting member of the Executive Board, and shall:

- Maintain all monies of the LBBC,
  - Two separate persons shall count all monies collected and a signed deposit form filled out from the following: the Committee Chair responsible for the fundraising and the Treasurer or President.
  - Detailed receipts and a Reimbursement/Check Request Form signed by the Chair responsible for the expenditure and the Treasurer or President must accompany all reimbursement/check requests.
  - No expenditure may be requested and approved by the same person.
  - Check signees may not sign checks to themselves.
  - No check will be written to CASH.
- Keep accurate records of all income and expenses of the LBBC account.
- Be the primary individual to handle all transactions related to the LBBC bank account – e.g., deposits, withdrawals, writing checks, and using the bank debit card.
- Be the primary individual to disburse authorized funds from the LBBC account.
- Facilitate the updating of the authorized representatives with the LBBC bank account as required upon conclusion of the previous fiscal year audit.
- Have Treasurer records and receipts for the fiscal year in order for the Audit Committee after the June bank statement has been reconciled, but no later than July 31<sup>st</sup>.
- Present an itemized statement of the LBBC bank account, at every meeting of the Executive Board with a year-end report to be

presented at a Spring Meeting, or as may be requested by the President.

- Present the LBBC Annual Budget for the year to the Executive Board prior to the Spring Meeting to be voted on by the General Membership,
  - The LBBC Annual Budget shall be determined from a Budget Meeting consisting of the President, Treasurer, and Band Director, at a minimum.
- Document actual income and expenses compared to the Annual Budget throughout the year.
- Any expense request that exceeds the Annual Budget must be approved by majority vote of the Executive Board prior to purchase.
- Coordinate with the LIBC tax accountant to maintain LIBC's 501(c)(3) status.

#### Section 6. **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 7. **Elections.**

- The Executive Board shall be elected by a majority vote of the LBBC General Membership at the Spring Meeting. In the event of a tie between two or more candidates, subsequent votes will occur, as needed, to result in a single winner.

#### Section 8. **Lamar Instrumental Booster Club (LIBC).**

- Every August or prior to LIBC taxes being filed, the LBBC will select by nomination or appointment, two LBBC members to serve as the LIBC President and LIBC Treasurer. Any paid LBBC member (approved volunteer) may serve in these positions except the current LBBC President and LBBC Treasurer.

## **ARTICLE VI Committees**

Section 1. The Band Director may serve as an ex-officio member of any Committee. The President may serve as an ex-officio member of all committees, except the Nominating Committee and Audit Committee.

Section 2. **Standing Committees and Special Committees.** These Committees shall be comprised of paid members in good standing and are also AISD approved volunteers.

A. Standing Committees will meet yearly. No LBBC member can serve more than two (2) consecutive years on the same Standing Committee.

B. Special Committees are formed based on the needs of the LBBC to plan special events

### Section 3. **Standing Committees**

A. **Nominating Committee.** The Nominating Committee will consist of an odd number of members not less than three (3), appointed by the President and chaired by the 2<sup>nd</sup> Vice President of Volunteers. The President will present this Committee at the February/March General Membership meeting. It shall be the duty of this Committee to gather interest indicators from Junior High School Band families and Lamar High School Band families to nominate candidates for each LBBC Board Office and Chair Positions. This Committee will present their nominations to the General Membership at the Spring Meeting, who will vote on the slate.

B. **Scholarship Committee.** The Scholarship Committee shall consist of an odd number of members not less than three (3) appointed at the February/March meeting 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 so they can be awarded.

C. **Audit Committee.** The Audit Committee shall consist of an odd number of members not less than three (3), who are not signers on LBBC bank account. The newly elected President will appoint this committee after the Spring Elections. It shall be the duty of this committee to audit the financial records and transactions of the LBBC for the prior fiscal year. The 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 Board for approval prior to the Fall Meeting, where it will be presented to the General Membership.

Section 4. **Special Committees.** The Executive Board shall form Special Committees in order to carry out the duties of the LBBC. (i.e., to organize the chaperones, recruit volunteers, provide and prepare food for competitions and individual fundraising functions.) A member of the Executive Board must have administrative charge over each Special Committee. Special Committees may change from year to year as the needs of the LBBC change as outlined in Appendix A.

## ARTICLE VII Meetings

Section 1. All meetings shall be scheduled by the President of the LBBC in coordination with the Band Director and should not conflict with the school calendar, whenever possible.

Section 2. **LBBC General Membership.** General Membership meetings will be held at regular bi-monthly intervals following a meeting of the Executive



Board. The purpose of the General Membership meeting is to impart information, recruit volunteers and vote, as necessary, on action items.

Section 3. **Executive Board.** The Executive Board will meet monthly and prior to each General Membership meeting.

Section 4. **Special.** The President or the Executive Board may call additional meetings of the LBBC after consultation with the Band Director. Notice shall be made as early as possible.

Section 5. **Transition.** A meeting of the current Executive Board and incoming Executive Board will be held in the summer for the purpose of transacting old and new business, and passing responsibilities to the new Executive Board.

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

## **ARTICLE VIII**

### **Fiscal Year**

Section 1. The fiscal year of the LBBC shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

## **ARTICLE IX**

### **Indemnification**

The LBBC agrees to indemnify, defend and hold harmless the board members, its officers and director, from and against all liability, loss, cost or expense (including attorney's fees) by reason of liability imposed upon the LBBC, arising out of or related to the LBBC's activities, whether caused by or contributed to by the members or any other party indemnified herein. LBBC may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

## **ARTICLE X**

### **Method of Amendment**

Section 1. The President shall appoint a Bylaws Committee, including a chairperson, within three (3) years from the previous dated amendments. This Committee will review these Bylaws and present their recommended amendments to the Executive Board for approval.

Section 2. These Bylaws may be amended at any General Meeting of the LBBC Membership by majority vote of the voting members present provided the Executive Board has approved the proposed amendment(s) and has given the General Membership notice of at least thirty (30) days prior to vote.

## **ARTICLE XI**

### **Parliamentary Authority**

Section 1. 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 these Bylaws and any other Bylaws or rules adopted by the LBBC or LIBC.

Section 2. The Parliamentarian is an LBBC member in good standing and an AISD approved volunteer appointed by the President. This office is a non-voting member of the Executive Board. They will advise the presiding officer on Parliamentary procedures.

8

## **ARTICLE XII**

### **Appendices**

**Appendix A:** LBBC Executive Board Offices and Committee Chair flow chart; see attached.

ADOPTED AND APPROVED by the LBBC General Membership on this 23<sup>rd</sup> of May, 2023

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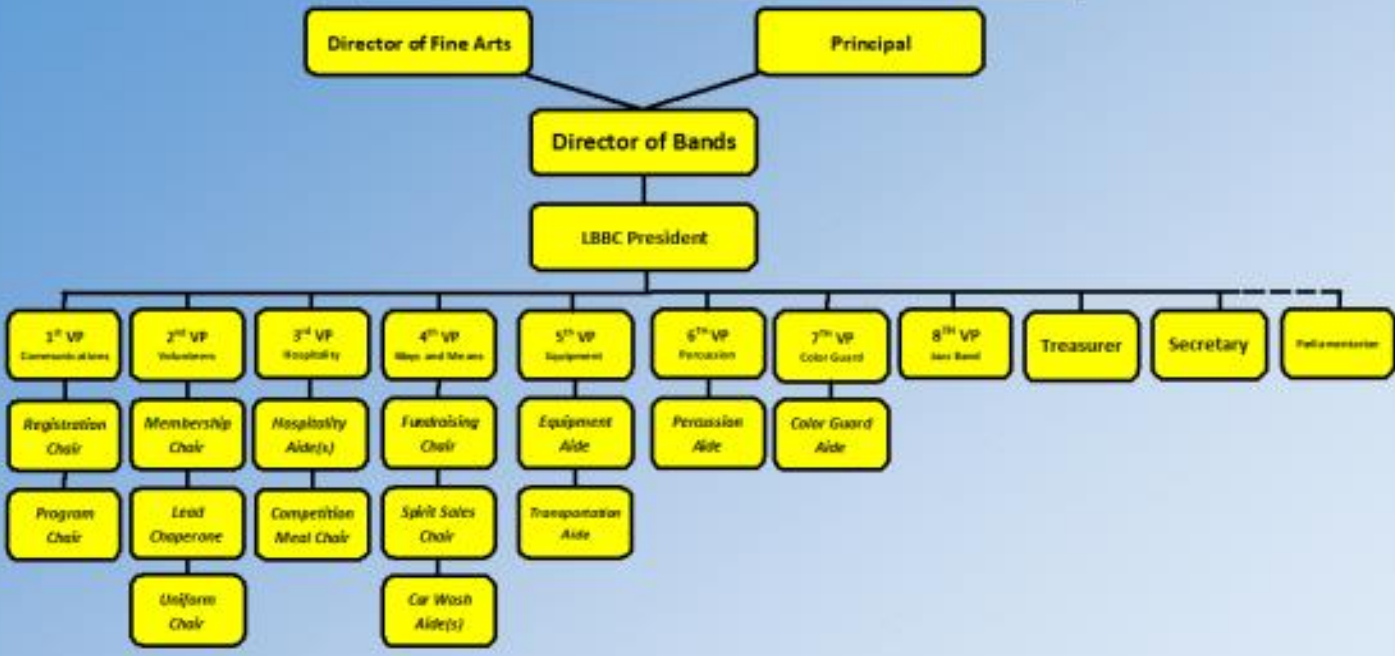
Jennifer Stein, LBBC President

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ATTEST: Sandra Howard, LBBC Secretary

**APPENDIX A:**

# Lamar Band Booster Club Officers of the Board



LBBC Executive Board consists of the President, 8 Vice Presidents, Secretary and Treasurer.  
The Parliamentarian is appointed by the Booster Club President. They meet with the Executive Board, but do not have a vote on the Executive Board.