

BY-LAWS OF THE LAMAR CONSOLIDATED HIGH SCHOOL BAND BOOSTER CLUB

ARTICLE I – NAME

The name of this organization shall be the Lamar Consolidated High School Band Booster Club and all business shall be transacted in this name. The organization shall hereafter be referred to as LCHSBBC.

ARTICLE II – OBJECTIVE

The objective of the LCHSBBC is to be a service organization in support of the Lamar Consolidated High School Band program and its activities.

ARTICLE III – MEMBERSHIP

- Section A. LCHSBBC membership is open to any person interested in supporting Lamar High School Band through participation in the activities of the band and booster club.
- Section B. **Dues, to be collected annually shall be \$5.00 per individual member or \$10.00 per family member which consist of 2 adults each with voting privileges.** Dues-paying members are eligible to vote and hold office.
- Section C. Honorary members may be selected by LCHSBBC based on any significant contribution made to the band program. Honorary members do not pay dues, vote, or hold office.

ARTICLE IV – OFFICERS

- Section A. The officers of LCHSBBC shall consist of President, First Vice-President, Vice President Percussion, Vice President Guard, First Fund Raising Director, Second Fund Raising Director, Fundraising Sales Director, Volunteer Director, Secretary, Treasurer, Historian, Concession Stands Director and Communications Director. The officers shall form the Executive Board. The Executive Board shall have a minimum of three (3) officers, namely President, Secretary, and Treasurer. In the event a certain office remains vacant, the President shall appoint the duties of that office to an elected officer, until a new officer is elected.
- Section B. Duties of the officers:
1. The President shall preside at all meetings of the club and the executive board. He/She shall appoint all committees, and in other ways see that the affairs of the LCHSBBC are conducted in a businesslike way. In the event that the office of the president is vacated, the First Vice President shall assume the office of president. The members shall elect a new First Vice President.
 2. The First Vice President shall take the place of the president in his/her absence and will assist the President in all phases. He/She shall see that the meeting is conducted according to correct parliamentary procedure. He/She shall collect monies generated by the band booster fund raising activity and coordinate with the treasurer to have the money deposited in the booster bank account. He/She shall coordinate with the band director to ensure timely collection of fund raising money, keep accurate student account records and post these records for student and parent viewing in a timely manner. The

First Vice President shall also be “in-training” to run for president when the current president either steps down or reaches term limits.

3. Vice President Percussion shall coordinate with percussion parents and other parents who organize fundraising specific to percussion only activities. He/She will also coordinate with the Volunteer Director, a group of volunteers to serve on the “Pit Crew” He/She shall ensure consistency in the volunteer force that cares for and moves the percussion instruments at games and contests.
4. Vice President Guard shall coordinate with Guard parents, Guard parent coordinators, and parents who organize fundraising specific to Guard only. He/She shall ensure the guard program functions at a level that is expected and necessary. He/She shall coordinate with the Volunteer Director, a group of volunteers to help with guard functions and contests. He/She shall ensure consistency in the volunteer force that helps with the guard’s part of the show at games and contests.
5. Two (2) Fund Raising co-Directors shall coordinate with the band director and work together to coordinate and chair all major fundraisers for the season. They shall solicit and organize the volunteers needed for each fundraising event and oversee all aspects of the event. They shall also work together to direct other fundraisers such as car washes, spirit sale items, or any other fundraisers authorized by the Executive Board.
6. The Social Director shall be in charge of recruiting volunteers to provide refreshments for the band members at selected functions. He/She will chair refreshment committees for selected events held by LCHSBBC. He/She shall coordinate with the band director to provide chaperones for selected band activities such as football games contests and trips.
7. The Secretary shall make a record of all meetings of the LCHSBBC and its executive board and shall handle all correspondence. Copies of the minutes shall be provided to the president and treasurer for referral.
8. The Treasurer shall coordinate with the First Vice President to collect all money due to LCHSBBC and deposit it as soon as possible in the booster bank account. He/She shall complete monthly bank reconciliation. He/She shall make sure all necessary bills are paid on time. He/she shall make a report of collections and expenditures in writing at each regular and board meeting. The treasurer shall prepare all checks, (See ART. VII, Sec. F). He/She shall prepare and file yearly sales and use tax returns for the Band Booster Club account with the State Comptroller. He/She shall prepare or have prepared and file 990 forms with the IRS by October 15th of every year. He/She shall also prepare and file 1099 and 1096 forms with the IRS by January 31st and February 28th respectively.
9. The Historian shall be responsible for the collecting and archiving of LCHSBBC and band media through the use of various formats such as written, still photographs, audio and/or video. He/She shall be in charge of all publicity for functions and projects of the LCHSBBC.
10. The Concession Stands Director shall oversee the coordination of concession stand workers at home games assigned to LCHSBBC by the Athletic Director.
11. The Communications Director shall assemble and maintain contact list of Band Boosters membership. Process internal Band Boosters communications, including (but not limited to) regular mail and email. Maintain records of internal communications; maintain the Band Boosters web site, including acting as the interface with the Domain Registrar and the Internet Service Provider.

Section C. Restrictions

1. A person may not hold the same office for a period of more than three (3) years except by a special vote of two-thirds of the members at a general meeting.
2. A family may have only one member serving on the Executive Board at any one time.
3. A member of the Executive Board will contact an elected officer who fails to attend meetings on three consecutive occasions without apparent reason. An expressed lack of interest by the officer in question will create a vacancy for that office to which a replacement will be elected at the next general meeting.

ARTICLE V – ELECTIONS

Section A. The President shall appoint a nominating committee in February of each year, consisting of one member of the Executive Board and at least two general members. They shall submit a single slate of recommended officers to the members during the month of March.

Section B. Elections shall take place at the April general meeting. Additional nominations may be made from the floor. The nominee receiving the majority of votes cast for each office shall be elected. In the case of no majority for any given office, the vote will be eliminated for that office and another vote taken.

Section C. Installation of new officers shall take place at the close of the May general meeting. The out-going president shall retain the right to preside at the end-of-year banquet traditionally held in May.

ARTICLE VI – MEETINGS

Section A. A regular meeting of LCHSBBC shall be held four times on the second Tuesday of September, November, February, and May in the band hall. Unless that week falls on a school vacation or holiday, then the meeting will be held the following Tuesday. Members present shall constitute a quorum.

Section B. Special meeting of the membership may be called by a majority of the Executive Board within three days' notice by e-mail, mail or telephone to dues-paid members.

Section C. The Executive Board shall meet monthly on the second Tuesday of every school month prior to general meetings, if one is scheduled. Unless that week falls on a school vacation or holiday, then the meeting will be held the following Tuesday. A majority of officers shall constitute a quorum.

ARTICLE VII – FINANCE AND ADMINISTRATION

Section A. No part of the net earnings of the organization shall enure to the benefit of, or be distributable to members or officers of LCHSBBC, except as reasonable compensation or reimbursement for services rendered to the organization.

Section B. No substantial part of the activities of LCHSBBC shall be the carrying on of propaganda, influencing legislation, or participating in the furtherance of any political campaign on behalf of a candidate for public office.

- Section C. On occasion for the LCHSBBC to be represented at an outside function, the president or his/her designated representative shall serve. Nothing shall be undertaken in the name of LCHSBBC unless it is first brought before the Executive Board for discussion and decided upon by a majority vote of the Executive Board.
- Section D. Notwithstanding any other provision of these articles, the LCHSBBC shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under section 501 (c) (3) if the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law). (b) By a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).
- Section E. Expenditures of over \$1000 that are not within the approved budget must be approved by the Executive Board and passed by the members. If the Executive Board and members have approved “set aside funds” for later expenditures, checks may be cut from those funds without a separate vote for each check. Expenditures not within the approved budget, up to and including \$1000.00, must be approved by the Executive board. Executive Board may vote via e-mail if approval is needed (for reasons of payment deadlines) prior to next scheduled meeting.
- Section F. LCHSBBC checks must be signed by two of the following: President, Vice President, or Secretary.
- Section G. A committee of two(2) or more people appointed by the Executive Board will make an annual financial audit after the books are closed at the end of May. At least one member of this committee shall be a non-Officer general member.
- Section H. Band Students who owe money to the boosters for fund raising shall not be allowed to participate in future money-making efforts until accounts are cleared.
- Section I. Every effort shall be made to use as many different chaperones as possible for events during a calendar school year.
- Section J. In May of each year, a preliminary budget for the following fiscal year will be prepared by the Executive Board and presented to the membership for approval at the May meeting.

ARTICLE VIII – COMMITTEES

Standing and special committees may be appointed by the president to aid the LCHSBBC in the performance of its objective.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern this club in all cases to which its regulations are applicable.

ARTICLE X – AMENDMENT

Section A. The by-laws may be amended at any regular meeting by a vote of two-thirds of the members present, providing there has been previous notice of the amendment to the entire membership of dues-paid persons.

Section B. All officers shall keep copies of the by-laws. The by-laws shall be made available to any member desiring a copy for his/her use.

ARTICLE XI – DISSOLUTION

In the event of the dissolution of LCHSBBC, the officers shall, after paying or making provision for the payment of all liabilities of the club, dispose of all assets exclusively in a manner to comply with the stated objective in ARTICLE II or in such a manner as to comply with the existing Internal Revenue Code for non profit, tax-exempt organizations. Any such assets not so disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization as the Court shall determine, being organized and operated for such purpose.