

**LOVEJOY BAND BOOSTER CLUB**  
**BY-LAWS**  
(the “By-laws”)

Adopted December 6, 2006  
Amended February 12, 2008  
Amended \_\_\_\_\_, 2013

**ARTICLE I – NAME**

The name of this organization shall be the LOVEJOY BAND BOOSTER CLUB (the “Booster Club”). This Booster Club is a division of Lovejoy Fine Arts, Inc., a nonprofit organization for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE II – OBJECTIVES**

The Booster Club is an independent non-profit organization, organized to support the Lovejoy Band Program (including, but not limited to, High School Bands, Color Guard, Winter Guard, Sloan Creek Bands, Willow Spring Bands, and Jazz Bands) (the “Band Program”) in Lucas, Texas, USA, and dedicated to achieving the following objectives:

- To provide a positive environment for student’s educational and artistic growth.
- To promote a closer relationship between parents, students, and staff, in an atmosphere of mutual cooperation, support, and respect.
- To encourage a high level of achievement for the Band Program and its members.
- To provide resources, both human and financial, to support the Band Program activities.

Activities of the Booster Club shall not conflict with University Interscholastic League (“UIL”) rules or LISD policy. The organization is organized for charitable purposes under the Lovejoy Fine Arts, Inc., umbrella within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III - METHODS**

**Section 1** – The Booster Club shall strive to assist in achieving the objectives of the Band Program by assisting with logistics and providing support through projects and contributions.

**Section 2** – The Booster Club shall comply with all UIL Rules governing Booster Club activities. The Lovejoy Band Directors shall be in charge of the administration of the Band Program.

**Section 3** – The organization shall be noncommercial, nonsectarian, and nonpartisan.

**Section 4** – The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 5** – No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to advance the purposes of the organization.

**Section 6** – If defunct, all assets go to the Band Program.

#### **ARTICLE IV – MEMBERSHIP**

**Section 1** – Any person who supports the objectives of the Booster Club, is willing to uphold its policies and subscribe to its By-laws, and has a child in the Band Program, will be considered a member.

#### **ARTICLE V – BOARD OF DIRECTORS AND THEIR ELECTION**

**Section 1** – The Board of Directors (the “Board”) will consist of the following officers: President, Vice President, Secretary, Treasurer, Membership, Ways and Means, Uniforms, Equipment Coordinator, Volunteer Coordinator, Historian/Publicity, and Social Coordinator and Food Services. These offices may be filled by an individual, a husband and wife team, or a team of two individuals. Any voting member of the Board must be a parent or legal guardian of a student who is a current member of the Band Program. The term for officers of this organization shall begin on July 1 and end on June 30 of each year.

**Section 2** – The Board membership shall strive to include representation from each participating group in all grade levels of the Band Program.

**Section 3** – Each officer shall be a member of this organization.

**Section 4** – All officers shall be elected annually at the last general meeting of the school year.

**Section 5** – A person shall not be eligible to serve more than three consecutive terms in the same office.

**Section 6** – The President shall appoint a Nominating Committee by January of each year to present a slate of officers by the March general meeting.

**Section 7** – A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board, due notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve the remaining term. Should a multiple vacancy (e.g., both President and Vice President) occur the Board shall elect a replacement from the remaining Board members.

**Section 8** – Any officer who no longer has any children in the Band Program shall resign and a new officer shall be elected in accordance with Article V, Section 7 above.

## **ARTICLE VI – RESPONSIBILITES OF OFFICERS**

**Section 1** – Any Board officer shall miss no more than two consecutive scheduled Board meetings. Should that instance arise, the Board shall reserve the right to remove that officer from office based on a two-thirds majority vote of Board members in favor of the action.

**Section 2** – Board officers shall conduct themselves morally and ethically at all times in accordance with the Lovejoy Independent School District (the “LISD”) Code of Conduct.

**Section 3** – If Board officers consistently fail to comply with these By-laws and the duly approved Standing Rules, the Board reserves the right to remove that officer from office based on a two-thirds majority vote of the Board in favor of the action.

**Section 4** – Outgoing Board officers should turn over binders/notebooks or any other materials used in the previous year(s) to implement that position, to the new officers on or before June 30. If necessary, the out-going Board officers may serve as mentors to the incoming Board officers.

## **ARTICLE VII – MEETINGS AND VOTING**

**Section 1** – Regular meetings (general meetings) of the Booster Club shall be held at least three times a year, called by the President. The first meeting shall be held as soon as practical after the commencement of the school year. Six officers of the Board shall constitute a quorum for the transaction of business at any general meeting of the Booster Club, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via newsletter, web page or E-mail, or letter or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Booster Club.

**Section 2** – The Board shall meet at least three times a year prior to General meetings during the school year and at other times as necessary. Six voting officers shall constitute a quorum for transaction of Board business. For purposes of Board voting, each position shall have one vote. Board actions shall be supported by a quorum of the Board of Directors. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes. This universal principle applies to all methods of voting, such as (but not limited to) e-mail, phone, or face-to-face voting.

**Section 3** – Special meetings may be called by the President or members of the Board, as necessary, provided all Board members are properly notified. Notification may include phone, email or face-to-face.

## **ARTICLE VIII – BUDGET AND TREASURY**

**Section 1** – The Board shall have authority to allocate assets of the organization in support of the stated objectives.

**Section 2** – The Treasurer shall maintain a budget, which accounts for all anticipated revenue and expenditures throughout the year.

**Section 3** – No unbudgeted expenditures shall be made without approval of the Board.

**Section 4** – The Treasurer shall have custody of all funds of the Booster Club.

**Section 5** – Two authorized signatures shall be required on all checks and deposits. In the event that both members of a husband/wife team are authorized signers on the account, the husband/wife team shall not sign the same check. There shall be a minimum of three signatories on the account for any given fiscal year. No signatory may sign on a check or deposit to or from themselves or their family.

**Section 6** – An audit of treasury records shall be conducted by at least three appointed booster club volunteers each year from the previous year, to be completed no later than **March 1**. The fiscal year of this organization shall run from July 1 to June 30 of each year.

#### **ARTICLE IX – STANDING AND SPECIAL COMMITTEES**

**Section 1** – Such standing and special committees shall be created by the Board as may be deemed necessary to promote the objectives and carry on the work of the Booster Club. All committee work shall be undertaken with the consent of the Board. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work.

**Section 2** – The President shall be an ex-officio member of all committees except the Nominating Committee and Audit Committee.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

**Section 1** – Robert’s Rules of Order (Revised) shall govern this Booster Club in all cases when applicable.

#### **ARTICLE XI – AMENDMENTS**

**Section 1** – These By-laws may be amended at any regular meeting (general meeting) of this organization by two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given. For the purposes of this section, due notice shall be defined as notification via web page, e-mail, written letter, or discussion at a General Meeting. A committee may be appointed to submit a revised set of By-laws as a substitute for these By-laws only by a majority vote at a meeting of the Booster Club, or by a two-thirds vote of the Board.