

# LOVEJOY BAND BOOSTER CLUB

## STANDING RULES

Adopted 6, 2006  
Amended February 1, 2008  
Amended \_\_\_\_\_, 2013

The objective of this document is to govern the day-to-day workings of the Lovejoy Band Booster Club (the “Booster Club”). Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any General meeting of the Booster Club. Capitalized terms used in these Standing Rules, but not defined, shall have the meaning ascribed to such terms in the Lovejoy Band Booster Club By-laws (the “By-laws”).

### ARTICLE I - ADOPTION OF DOCUMENT

**Section 1** - The Standing Rules shall be reviewed by the Board annually prior to the end of the school year. The new incoming Board may amend the Standing Rules during their first meeting to be presented for approval by vote at the first general meeting of the fiscal year as defined by the By-laws.

### ARTICLE II - OFFICES AND DUTIES

**Section 1 – President:** The president shall preside at all meetings of the Booster Club and of the Board; shall perform such other duties as may be prescribed in these Standing Rules or assigned to the President by the Booster Club or by the Board; and shall coordinate the work of the other officers and committees in order that the objectives of the Booster Club may be promoted. The President will be responsible for coordinating the Booster Club support of all Lovejoy Band events, such as games, contests, recitals, parades or special events and sending out e-mail messages to parents regarding Booster Club events as deemed necessary. The President will be the direct liaison with the Lovejoy Band staff and will be responsible for obtaining Director final approval on all Lovejoy Band activities.

**Section 2 – Vice President:** This officer shall act as an aide to the President and shall perform the duties of the President in the absence of, or inability of the President to serve. This officer will coordinate publicity (both internal and external communications) for the Band Program. This officer will be the contact person for all media outlets (newspaper and TV stations). This officer will provide information for the Booster Club website (in compliance with the Children's Internet Protection Act of 2000), submit photographs to the LHS website, and be a liaison with the Historian/Publicity Chairmen for the acquisition of photographs. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 3 – Ways and Means:** This officer shall be in charge of all Lovejoy Band fund-raisers pursuant to LISD policy and approved by the applicable school principal. Committees or Activity Chairman may be appointed by this officer and approved by the Board, and may include appointing Committees or Activity Chairmen, including but not limited to:

- a) The annual Homecoming fundraising event, and

b) Spirit items sales.

**Section 4 – Uniforms:** This officer shall maintain and distribute uniforms as necessary during marching and concert season. Committees or Activity Chairman may be appointed by this officer and approved by the Board.

**Section 5 – Equipment Coordinator:** This officer will coordinate and organize the pit crew volunteers and assign pit crew duties during marching season. This officer shall be in charge of transportation of instruments, props, refreshments, and other items required by the Band Program to all activities as needed during marching and concert seasons. This officer will work closely with the Volunteer coordinator and Band Directors. Committees or Activity Chairman may be appointed by this officer and approved by the Board.

**Section 6 – Volunteer Coordinator:** This officer will be responsible for recruiting volunteers as needed to serve at Band Program functions, as chaperones and any other volunteer requirements and shall coordinate spirit send-offs by parents for competitions when appropriate. This officer will coordinate the completion of LISD criminal background checks and insure compliance with LISD policy regarding volunteers. Furthermore, this officer will maintain a master list of volunteer appointments and responsibilities. Committees or Activity Chairman may be appointed by this officer and approved by the Board.

**Section 7 – Membership:** This officer shall be responsible for the membership and directory. Committees or Activity Chairmen may be appointed by this officer and approved by the Board.

**Section 8 – Social Coordinator and Food Services:** This officer shall be staffed by at least one, with a maximum of two, officers. This officer shall plan and coordinate internal Lovejoy Band Program social functions (i.e. banquets, awards ceremonies, dances, membership gatherings, etc.) and coordinate refreshments for all Lovejoy Band Program members during events and functions (i.e. half-time drinks, UIL meals, band camp meals and drinks, etc.). Committees or Activity Chairmen may be appointed by this officer and approved by the Board. This Officer shall coordinate activities with the Band Directors to stay apprised of any special dietary requirements of students.

**Section 9 – Treasurer:** This officer shall be responsible for the financial matters of the Booster Club. These responsibilities include writing checks, making deposits and keeping records of such transactions, preparing necessary documents and providing same to the audit committee. This officer will be responsible for providing financial statements that include budgeted expenses and actual expenses for each department at all Board meetings. This officer is also responsible for providing necessary documents to the treasurer of Lovejoy Fine Arts, Inc. for income tax purposes for the fiscal year ending June 30 of the term served. Reports shall be filed at regular Board and Booster Club meetings. Additional responsibilities, as agreed upon by the staff and board, may be assigned to this officer.

**Section 10 – Secretary:** This officer shall maintain copies of the By-laws and these Standing Rules, record the minutes of all meetings, and file written reports. Minutes shall be published on the band website upon approval and adoption by the Board.

**Section 11 – Historian/Publicity:** This officer shall be staffed by at least one, with a maximum of two, officers. This officer shall be responsible for maintaining historical documents for the Booster Club. This officer shall document Lovejoy Band activities, maintain a scrapbook and the creation of the year-end video and/or picture CD, and photography of Band Program activities. Committees or Activity Chairman may be appointed by this officer and approved by the Board.

**Section 12 –** One non-voting representative from Sloan Creek and Willow Springs shall be recommended by the Band Directors and approved by the Board to coordinate volunteers, social activities, band events, uniforms, food and/or other services for events at the aforementioned schools. Board officers shall coordinate and assist these representatives with their given tasks as assigned by the Band Directors.

**Section 13 -** Each Board officer shall maintain a notebook or binder containing information about said position to be passed down to incoming Board officers at the end of each organizational year.

**Section 14 -** The term of Board officers shall run from July 1 to June 30 each year.

### **ARTICLE III - BOARD OF DIRECTORS AND THEIR ELECTION**

**Section 1 - Nominating Committee:** Appointees to the Nominating Committee shall be Lovejoy Band Board members. The Lovejoy Band Staff shall serve as non-voting members of the Nominating Committee to serve in an advisory capacity. The Nominating Committee shall be given a list of board positions, duties, and recommended qualifications for their use in filling the slate of candidates. During the March general meeting, following the report of the nominating committee, an opportunity shall be given for nominations from the floor. A candidate list may be e-mailed to members and/or posted to the Band Program website prior to the last general meeting. Elections will be held at the last general meeting. Existing Board officers will then work with the incoming Board officers to transition the positions through the month of June, with the new Board officers taking over those duties in whole on July 1 of each school year.

### **ARTICLE IV – MEETINGS AND VOTING**

**Section 1 –** The Board agrees to meet at least three times a year before General Meetings and at other times as necessary. Board meetings will be scheduled with advance notice to Board members and Staff. All meetings shall be coordinated and approved with Staff to minimize conflicts and maximize participation. Working meetings may take place without the above requirements; however, no voting shall take place.

**Section 2 –** Voting at regular business meetings is the preferred method for making Board decisions. Other voting methods, such as e-mail, may be beneficial for expediting urgent business items. However, care must be taken to maintain the integrity and validity of such voting, and should include the following guidelines:

- a) Robert's Rules of Order generally apply for voting outside a regular Board meeting, i.e., someone should be able to request a discussion of the proposed vote, or request that the proposed vote be deferred to the face-to-face meeting, etc.
- b) Failure to respond to a vote request made outside of a regular Board meeting (e.g., an e-mail or phone call) shall not constitute a vote.
- c) A vote cannot be considered closed until the resolution has either been passed or rejected by a simple majority of votes of all officers.
- d) Voting results shall be published when the resolution is declared as passed or rejected.

## **ARTICLE V – BUDGETING AND EXPENDITURE AUTHORITY**

**Section 1** - The Board shall approve the budget prior to the current budget year and at such times as changes are necessary.

**Section 2** - The Board shall endeavor to forecast revenue from various fundraising activities and shall keep such forecast as accurate as possible throughout the year.

**Section 3** - The Board, with the Lovejoy Band Staff, shall forecast major expenditure opportunities (such as trips) so that planning for such expenditures shall be included in the budget process.

**Section 4** - The President may appoint individual members of the Board to be responsible for and champion individual line items of the budget to carry out their assigned areas of responsibility.

## **ARTICLE VI – AMENDMENTS**

**Section 1** – This document may be amended by a majority vote at any General meeting.