

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

Amended July 15, 2023

Document History – Adopted December 6, 2006, Amended February 12, 2008, Amended 2013, Amended April 17, 2018, Amended April 20, 2021, Amended July 15, 2023

ARTICLE 1 – NAME

The name of this organization should 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 2 – 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 and Jazz Bands) (the “Band Program”) in Lovejoy ISD and dedicated to achieving the following objectives:

- To promote a positive environment between parents, students, and staff with mutual cooperation, support and respect.
- To promote and celebrate the Band Program efforts and achievements within the community.
- To provide resources, both physical and financial, to support the Band Program activities in an effort to provide a positive environment for students’ education and artistic growth.

Activities of the Booster Club should 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 3 - METHODS

3.1 - The Booster Club should strive to assist in achieving the objectives of the Band Program by assisting with logistics and providing support through projects and contributions.

3.2 - The Booster Club should comply with all UIL Rules governing Booster Club activities. The Lovejoy Band Directors should be in charge of the administration of the Band Program.

3.3 - The organization should be noncommercial, nonsectarian, and nonpartisan.

3.4 - The organization should not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

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

3.6 - If any member has a complaint or concern regarding the Booster Club, they should email lovejoybandboosters@gmail.com and cc the head band director. Phone calls, texts or Facebook are not appropriate or recognized means of communication with any board officer or committee member. Concerns received through email will be noted, shared with the Board and responded to if needed.

3.7 - If defunct, all assets go to the Band Program.

ARTICLE 4 – MEMBERSHIP

Any person who has a child in the High School Band Program, supports the objectives of the Booster Club, and is willing to uphold its policies and subscribe to its By-laws-including the LISD Code of Conduct as indicated in Article 6.2 will be considered a member.

ARTICLE 5 – BOARD OF DIRECTORS AND THEIR ELECTION

5.1 - The Board of Directors (the “Board”) will consist of the following officers: President, Vice President, Treasurer, Secretary, Ways and Means, Uniforms, Equipment Coordinator, Volunteer Coordinator, Membership, Food and Social Coordinator and Historian.

5.2 - These offices may be filled by an individual or a team of two individuals as per Standing Rules Article 3. 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. Members of the same family may serve during the same term.

5.3 - The term for officers of this organization should begin on July 1st and end on June 30th of each year.

5.4 - The Board membership should strive to include representation from each High School Band, Color Guard, Winter Guard and Jazz Bands in all high school grade levels.

5.5 - Individuals currently serving in a position are not automatically assumed to repeat in that position and cannot serve more than three consecutive years in the same position.

5.6 - The Nominating Committee will be appointed with the approval of the board in January. A slate of officers will be presented at the April Board meeting.

5.7 - All officer and chair positions not filled by election or appointment become vacant. In the case of a vacancy in the office of president, the vice president will serve notice to the board of the election to fill the vacancy and will conduct the election. A vacancy in any officer position other than president will be filled by an affirmative vote of a majority of the remaining board members. A vacancy in any chair position will be appointed by the president with the approval of the remaining board members. In the interim, duties of any vacancy will be assumed by the board.

5.8 - Any officer who no longer has any children in the High School Band Program should resign and a new officer should be elected in accordance with Article 5.7 above.

ARTICLE 6 – RESPONSIBILITIES OF OFFICERS

6.1 - No Board officer should miss more than two consecutive scheduled Board meetings. Should that instance arise, the Board should reserve the right to remove that officer from office based on a two-thirds majority vote of Board members in favor of the action.

6.2 - Board officers and Committee Chairs should conduct themselves morally and ethically at all times in accordance with the Lovejoy Independent School District (LISD) Code of Conduct and expect no privileges or rights that are not due to any other parent within the band program. With the exception of chaperoning the band trip.

6.3 - If a Board officer or Committee Chair consistently fails 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.

6.4 - If for any reason a Board officer or committee chair/liaison is unable to fulfill their responsibilities, that member should notify the President in writing and return all binders/notebooks (as listed in 6.5) within 7 days.

6.5 - Outgoing Board officers should turn over binders, notebooks and/or all related job documentation, ie.google docs and board approved accounts (Log-in info for Canva, SmugMug, Sign-up genius, Square, CheddarUP, etc) used in the previous year(s) to new officers on or before June 30th to implement that position. If necessary, the out-going Board officers may serve as mentors to the incoming Board officers.

ARTICLE 7 – MEETINGS AND VOTING

7.1 - The Board should meet monthly with the exception of June and December and at other times as necessary. Six voting officers should constitute a quorum for transaction of Board business. The President will notify all Board Members of meetings via newsletter, web page, social media, email and/or letter. All monthly meetings are open to members.

7.2 - The Booster Club will hold a general membership meeting at least two times per year for the purpose of sharing Booster Club activities, volunteer opportunities and financial needs. Whenever possible, the first general membership meeting should be held prior to the first football game with a second meeting being held in spring. The President will notify all membership of meetings via newsletter, web page, social media, email and/or letter.

7.3 - 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. When called, special meetings may be open or closed depending on the sensitivity of the topic and at the discretion of the President and band director.

7.4 - The privilege of introducing motions, discussion, and voting should be limited to the Booster Club Board Officers. Standing Committee Chairs and Liaisons are limited to participating in discussion and sharing ideas, but hold no voting privilege.

7.5 - Board actions should be supported by a quorum of the Board. If necessary, the President may poll the Board to record their vote. All Board voting should 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

ARTICLE 8 – BUDGET AND TREASURY

8.1 - The Board should have authority to allocate assets of the organization in support of the stated objectives.

8.2 - The Treasurer should maintain a budget, which accounts for all anticipated revenue and expenditures throughout the year.

8.3 - No unbudgeted expenditures should be made without approval of the Board.

8.4 - The Treasurer should have custody of all funds of the Booster Club.

8.5 - Two authorized signatures should 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 should not sign the same check.

8.6 - There should be a minimum of three signatories on the account for any given fiscal year. No signatory may sign on a check to or from themselves or their family.

8.7 - A non-signer review of the bank statement should be conducted monthly. The President will appoint a bank statement opener at the first meeting of the Board.

8.8 - A review of treasury records should be conducted by the Financial Reconciliation Committee each year from the previous year, to be completed no later than August 30th . The fiscal year of this organization should run from July 1st to June 30th of each year.

ARTICLE 9 – STANDING AND SPECIAL COMMITTEES

Standing and Special Committees should be created by the Board as deemed necessary to promote the objectives and carry on the work of the Booster Club. All committee work should be undertaken with the consent of the Board.

9.1 - Standing Committees should be created and appointed annually by the Board as deemed necessary. Standing Committees may include but are not limited to Senior Liaison, Spirit Coordinator, Sponsorship Liaison, Color Guard Liaison, Fine Arts Representative, Leopard Frida-y Coordinator, Jazz Band Liaison, Chaperone Liaison, etc. Refer to Standing Rules for full job descriptions and responsibilities.

9.2 - Special Committees should be created by the Board as deemed necessary. Special committees created and appointed for a specific reason will cease to exist upon completion of the assigned work. Special Committees may include but are not limited to Design committee (Red/Black Out), Nominating Committee, Band Banquet Committee, Budget Committee, NTCA Committee, Marlur Committee, By Laws and Standing Rules and Financial Reconciliation Committee. Refer to Standing Rules for full job descriptions and responsibilities.

9.3 - The President should be an ex-officio member of all committees except the Nominating Committee and Financial Reconciliation Committee.

ARTICLE 10 – PARLIAMENTARY AUTHORITY

Robert's Rules of Order should govern this Booster Club in all cases when applicable.

ARTICLE 11 – AMENDMENTS

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