

LOVEJOY BAND BOOSTER CLUB

STANDING RULES

Amended July 15, 2023

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

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 Board meeting of the Booster Club. Capitalized terms used in these Standing Rules, but not defined, will have the meaning ascribed to such terms in the Lovejoy Band Booster Club By-laws (the "By-laws").

ARTICLE 1 - ADOPTION OF DOCUMENT

The Standing Rules will be reviewed, amended, and approved as necessary by the Board annually.

ARTICLE 2 - RESPONSIBILITIES OF EACH BOARD MEMBER AND COMMITTEE CHAIRS

2.1- Each Board officer and committee chair should attend all Board meetings and any other related meetings that are applicable to their job descriptions.

2.2 - Each Board officer and committee chair will monitor and approve expenditures related to their applicable budget line items.

2.3 - Each Board officer and committee chair will maintain a notebook, binder and/or all related job documentation, ie. google docs and other board approved booster accounts containing information about their position to be passed down to incoming Board officers at the end of each fiscal year.

2.4 - The term of Board officers and Standing Committee chairs will run from July 1st to June 30th each year.

ARTICLE 3 - OFFICERS AND THEIR DUTIES

3.1- President: This officer will preside at all meetings of the Booster Club. The president will perform such other duties as may be prescribed in these Standing Rules or assigned to the President by the Board and/or the directors. The President will coordinate the work of the other officers and committees in order that the objectives of the Booster Club may be achieved.

The President will be responsible for coordinating the Booster Club support of all Lovejoy Band events, such as games, contests, parades, recitals, concerts or other events through the directors to parents regarding the Booster Club.

The President will be the direct liaison with the directors and will be responsible for obtaining director's final approval on all Booster Club activities.

The President will be the contact person for all media outlets.

The President is encouraged to use the booster specific gmail account for band booster communications.

The President will facilitate the approval of a non-signer as a bank statement opener in the first meeting of a newly elected Board. The President will facilitate the approval of a Nominating Committee in January of each year. The president will facilitate the approval of a Financial Reconciliation Committee in May of each year.

The President will facilitate the approval of all Standing Committee Chairs with the newly elected board.

The President will be responsible for changing and distributing to applicable board members, new account passwords for all booster related accounts.

The president will serve as a member of the Budget Committee as well as an ex-officio member of all committees except the Nominating Committee and Financial Reconciliation Committee.

3.2 - Vice President: This officer will act as an aide to the President and will perform the duties of the President in the absence of, or inability of the President to serve. This officer will be responsible for annual sponsorships. This officer will chair a sponsorship committee and /or Sponsor Liaison with approval by the Board.

The Vice President is the band representative for the Fine Arts Festival and can be assisted by a Board approved liaison.

The Vice President is responsible for the process of the senior scholarship(s) from the application to the award presentation. In the event that the Vice President has a Senior band student. The board will approve an alternate board member to facilitate the scholarship process as listed above.

3.3 - Treasurer: This officer will 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 the same to the Financial Reconciliation Committee .

This officer will be responsible for providing financial statements that include budgeted expenses and actual expenses for each line item at all Board meetings. This officer is also responsible for providing necessary documents to the treasurer of Lovejoy Fine Arts, Inc. for tax purposes for the fiscal year ending June 30th of the term served; including sales taxes (quarterly), W9 and 1099 information (January), and income taxes (end of fiscal year)..

The treasurer will serve as a member of the Budget Committee. Additional responsibilities, as agreed upon by the band directors and Board, may be assigned to this officer.

3.4 - Secretary: This officer will maintain copies of the current By-Laws, Standing Rules and insurance.

This officer will record attendance at each meeting.

This officer will provide previously written minutes to the Board prior to next month's meeting.

The Secretary will keep and maintain any record of written reports.

3.5- Ways and Means: This office will be staffed by at least one but a maximum of two officers. This officer(s) will be in charge of all Lovejoy Band fund-raisers pursuant to the LISD policy and approved by the Board, Fine Arts director, directors and any other required LISD personnel.

The Ways and Means officer(s) will chair an appointed committee to determine design of annual Red/Black Out shirts and will present the selected design to the Board after committee approval.

All advertisements of fund-raisers will be created by this officer with approval from the President, Fine Arts and directors. Fund-raisers may include but are not limited to:

- a) The annual Red and/or Black Out fundraising event
- b) Spirit items sales
- c) Spirit Nights

This officer(s) may appoint a committee or activity chair(s) as approved by the Board.

3.6 - Uniforms: This office will be staffed by at least one but a maximum of two officers. This officer(s) will inventory, organize, distribute, maintain and purchase uniforms and uniform items as necessary with band director approval during marching and concert season.

This officer(s) will attend band registration day or any other necessary date to fit for show jackets, gloves, hats and shoes, etc.

This officer(s) may be required to attend games and competitions depending on uniform needs. Committees or Activity Chairman may be appointed by this officer as approved by the Board.

3.7- Equipment Coordinator: This office will be staffed by at least one but a maximum of two officers. It is encouraged but not required that one officer be a band parent and the other be a guard parent. This officer(s) along with the Volunteer Coordinator will organize the pit crew and prop volunteers and assign duties during marching season.

This officer(s) will be in charge of transportation of instruments, props, water, ice cooler and other items required by the Band Program to all activities as needed during marching, concert and Winterguard seasons.

This officer(s) will work closely with the Volunteer coordinator and band directors.

When pulling the booster-purchased trailer for any approved band and guard activities, this officer(s) or designated volunteer appointed by this officer(s) may be reimbursed the current standard mileage rate for non-profit use. If applicable tolls may also be reimbursed with approved back up documentation.

Committees or Activity Chairman may be appointed by this officer(s) as approved by the Board.

3.8 - Volunteer Coordinator: This officer will be responsible for recruiting volunteers as needed to serve at band program functions. This officer will attend band registration to recruit and sign-up volunteers for marching season. This officer will coordinate with the directors to ensure that all chaperones have completed the LISD volunteer criminal background checks prior to the first need of chaperones. This officer will organize volunteers through Sign-Up Genius or a similar board approved account using the boosters log-in.

Volunteer opportunities may include but not limited to:

- a) Non-monetary donations
- b) food service
- c) chaperones
- d) collection of flip folders
- e) Ice and coolers
- f) prop and pit crew for football games
- g) Spirit send offs
- h) competitions and any other needs of the band program.

This officer will act as the Chaperone Liaison or may appoint a committee chair as approved by the Board to coordinate all chaperone volunteers.

This officer will coordinate volunteer needs with the directors, Equipment Coordinators, Fine Arts Liaison, Spirit Liaison, Jazz Band Liaison, and Color Guard Liason as needed.

Committee or Activity Chairs may be appointed by this officer as approved by the Board.

3.9 - Membership: This officer will be responsible for membership activities to help foster and promote a sense of family and community for the band program through printed materials and at Booster Club sponsored events (e.g. Parent Meet & Greet/Social, etc.).

This officer will assist with registration to create a Band Directory (online or printed), create the Booster Board Roster, Booster Club Information Flyer and Welcome Letter.

This officer will be responsible for administering the Band Booster Facebook Page/Group Me and share Senior Spotlight social media cards.

This officer will act as the Leopard Friday Liaison or may appoint a committee chair as approved by the Board.

3.10 - Food and Social Coordinator: This officer will be staffed by at least one, with a maximum of two officers. This officer(s) will plan and coordinate internal Lovejoy Band program social functions (i.e. band camp, ice cream social, side by side concert, band socials, banquets, awards ceremonies, dances, TI concert and membership gatherings (with Membership officer).

This officer(s) coordinate and serve meals for all Lovejoy Band Program members during events and functions (ie, football games, competitions, UIL events, and judges as needed).

This officer(s) will stay apprised of any special dietary requirements of students or directors.

This officer(s) will provide director specific drinks for the director marching season cooler.

This officer(s) will Chair the Banquet Committee and may appoint any other Committee or Activity Chair including Spirit Liaison as approved by the Board.

3.11 - Historian: This officer will be staffed by at least one, with a maximum of two officers. This officer(s) will be responsible for maintaining historical documents for the Booster Club. This officer(s) will document all Lovejoy Band activities and maintain a digital record of all programs, etc.

This officer(s) should be present to photograph and video during summer band camp, marching season rehearsals, football games, competitions, concerts and Guard activities.

This officer(s) will share and maintain all photographs and videos on the band boosters SmugMug or similar board approved account.

If unable to attend trips, this officer will organize and collect images from trip chaperones.

This officer(s) will coordinate the year-end video for the end of year banquet and the band yearbook.

Committees or Activity Chairman may be appointed by this officer(s) as approved by the Board.

ARTICLE 4 - NOMINATING AND BOARD ELECTION

4.1 -The President will facilitate the approval of a Nominating Committee (See Article 9.4 of these Standing Rules) by January of each year. The Nominating Committee will slate officers as required in Article 5 of The By-Laws.

4.2 - Elections:

- a) Elections will be held at the April Board meeting.
- b) Existing Board officers will then work with the incoming Board officers to transition the positions through the month of June.
- c) The new Board officers take over their duties in whole on July 1st of each school year.

ARTICLE 5 - MEETINGS

- 5.1 - The Board agrees to meet monthly with the exception of June and December.
- 5.2 - The Board agrees to publicly post two General meetings one in August and another in April. All regularly scheduled meetings are open.
- 5.3 - Board meetings will be scheduled with advance notice to Board members and staff.
- 5.4 - All meetings will be coordinated and approved with directors to minimize conflicts and maximize participation.
- 5.5 - Working meetings may take place without the above requirements; however, no voting will take place.

ARTICLE 6 - VOTING

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:

- 6.1 - Robert's Rule of Order applies for all voting.
- 6.2 - Only Board members may vote. Standing Committee Chairs, Liaisons and members are limited to participating in discussion and sharing ideas, but hold no voting privilege as laid out in Article 7.4 of the By Laws.
- 6.3 - Failure to respond to a vote request made outside of a regular Board meeting (e.g., an email or phone call) will not constitute a vote.
- 6.4 - A vote cannot be considered closed until the resolution has either been passed or rejected by a majority of votes provided quorum has been established.
- 6.5 - Voting results are recorded in meeting minutes and filed in the Secretary's binder.

ARTICLE 7 - BUDGET AND TREASURY

- 7.1 - The Board will approve the budget prior to the current budget year and at such times as changes are necessary. The Budget will include a minimum carry over (an expense line) and will be a "net-zero" budget. The minimum carry over will be \$10,000. The minimum carry over is to ensure that the Booster Club has operating funds prior to registration/fundraising to pay for items needed over the summer for marching season, etc.
- 7.2 - The Board will forecast revenue from various fundraising activities and will keep the forecast as accurate as possible throughout the year.

7.3 - The Board, with the directors, will forecast major expenditures so that planning for all expenditures is included in the budget process.

7.4 - The President may appoint individual members of the Board to be responsible for and champion individual line items of the budgets to carry out their assigned areas of responsibility. The President can realign responsibilities as deemed necessary.

7.6 - The Board has Fiduciary Responsibility to the Booster Club, which means the Board acts as trustees of the Booster Club's assets and must exercise due diligence in maintaining the financial soundness of the Booster Club.

7.7 - States Sale Tax - Sales taxes are collected by the Booster Club when it sells any type of "product" to the public or its members (spirit wear, show shirts, etc.). Sales taxes are paid quarterly to Lovejoy Fine Arts, Inc. on the form provided by the LJFAI treasurer. The Booster Club is a sales tax exempt entity with regards to purchasing and therefore does not pay sales taxes on items purchased for use by the Booster. It therefore cannot reimburse sales taxes paid for items purchased for it by Officers or members. A Sales and Use Tax Exemption Certificate/Letter can be obtained from the Treasurer to provide vendors so that sales taxes are not charged.

7.8 - Tax Free Days - The State of Texas allows organizations to designate two sales tax free days for fundraising. On these days, the Booster may sell items without having to collect/remittance sales taxes. These days should be designated in advance. In the event of online sales, if items will be delivered on a specified day, then the specified day can be a Tax Free Day and any orders made and paid for in advance qualify as Tax Free. If items are not delivered on a specified day, then sales taxes must be collected/remitted quarterly as described above.

7.9 - Deposits - Deposits should be given to the Treasurer in a timely manner. A band booster deposit form should be completed by the Chair responsible for the collection of the money and signed by the Chair and one other person who has counted the money. A double count of the money is required before giving the deposit to the Treasurer. The Treasurer will deposit the money once received to the bank in a timely manner

7.10 - Check Requests and Reimbursements - A band booster check request/reimbursement form must be completed by anyone needing a payment to a vendor or reimbursement to themselves. The form should be signed by the Chair who is responsible for the budget line item that the expense will apply to. This form must also be filled out in advance to request payment be made with the Booster debit card. In general, only Officers and Chairs should spend money on behalf of the Booster. All Booster checks must be signed by two authorized signers of the account to be valid.

7.11 - Petty Cash - If petty cash is needed by a Chair for an event, a petty cash request must be filled out in advance. A check will then be written to the Chair requesting the petty cash. The Chair will then need to cash the check in the denominations needed (5s, 1s, etc.). The petty cash must be returned to the Treasurer within a reasonable amount of time after the event along with the petty cash request.

7.12 - Bank Statement Reviewer - The President will appoint, with Board approval, a person to open and review the Booster's bank statement. The Reviewer appointed cannot be any of the authorized signers on the account or a member of a signers family. The Reviewer will review the

statement and fill out the Bank Statement Review form and return the form and the bank statement to the Treasurer to be filed in the Treasurer's binder.

7.13 - Financial Reconciliation A review of treasury records should be conducted by the Financial Reconciliation Committee (see Article 9.1 of these Standing Rules) each year from the previous year, to be completed no later than August 30th . The fiscal year of this organization runs from July 1st to June 30th of each year.

7.14 - Reports - The Treasurer will present financial reports at all meetings which show the income and expense of the Booster and a comparison of actual income and expense to the approved budget. These reports will be filed in the Treasurer's binder.

7.15 - E-Commerce and Online Banking - The Booster may use e-commerce and online banking as necessary and approved by the Board. E-Commerce includes the use of platforms such as CheddarUp and Square, etc., as needed to facilitate collection of funds. The E-Commerce platform used should be in the name of the Booster. Online Banking can be used to view transactions in the banking account, but cannot be used as online bill pay, etc. but is a convenience to the Treasurer to see if checks have cleared, etc.

7.16 - IRS filing - All IRS filings are done by the Lovejoy Fine Arts Inc treasurer and the Booster Treasurer will cooperate with the LJFAI treasurer in providing any requested information in a timely manner.

ARTICLE 8 STANDING COMMITTEE CHAIRS AND THEIR ROLES

Standing Committee Chairs/Liaisons will be appointed with the approval of the Board. These roles serve as non-voting members of the Board but will comply with Article 6 of the By Laws as indicated. If a committee/liaison role is not filled the responsibility of the roles as listed below falls on the Board officer as indicated. Every effort should be made to attend meetings when listed on the agenda.

8.1- Senior Liaison – This position will be staffed by one parent for the upcoming year and coordinate all efforts with the President.

The Senior Liaison will coordinate with Food/Social for the Senior Night dinner during marching season. This liaison will coordinate set-up of tables and chairs with the directors, be responsible for set-up, (tablecloths, decorating, etc.) and clean-up.

The Senior Liaison will coordinate with the President and senior parents to hang and remove senior banners in the football stadium.

Additional responsibilities may include:

- a) create Senior spotlight google form to be sent out to seniors
- b) complete Senior spotlight social media cards and send to Membership to post on band booster FB page
- c) purchase senior medals for LJ Senior Night
- d) help collect seniors pictures for yearbook and slideshow with Historian
- e) coordinate and secure traditional end of year gift

8.2- Spirit Liaison– This position will be staffed by one parent and will coordinate all efforts with Food/Social. Responsibilities include coordinating spirit send offs for marching and guard contests via email and social media; working with volunteers to create and hang signs, posters, banners, to decorate the band hallway and guard room; provide occasional snacks or treats (before and after practices, before competitions, etc.) All meals being fed to the band program are the responsibility of the Food and Social Coordinator. If any donations are needed Spirit Liaison will coordinate with the Volunteer Coordinator.

8.3 - Sponsor Liaison – This position will be staffed by one parent who will support the Vice President as needed for all sponsorship needs including soliciting, maintaining and thanking our sponsors.

8.4 - Guard Liaison –This position will be staffed by one guard parent and will coordinate with the President to serve as a voice for the guard program. This could include any needs of the program as well as updates and news. The Guard Liaison should coordinate with the Volunteer Coordinator and the Food and Social Coordinators as needed. The Guard Liaison will communicate directly with the Color Guard Director prior to Booster meetings to see if there is anything new to cover each month. This position should also assist the Booster in committees or projects as needed. The Guard Liaison will also manage any reimbursements needed between the Guard program and Booster.

8.5 - Fine Arts Liaison - This position will be staffed by one parent. This position will coordinate all efforts with the Vice President. Responsibilities included attending and representing the Booster at all Fine Art meetings and coordinating Booster involvement with Fine Arts Festival activities (bake sale, etc.)

8.6 - Leopard Friday Liaison – This position will be staffed by one parent and will coordinate the Booster booth(s) for both band and guard representation with Membership. Responsibilities include set-up, staffing, games, giveaways, clean up, etc.

8.7 - Jazz Band Liaison– This position will be staffed by one parent (preferably with a student in Jazz Band) and will coordinate with the President. Responsibilities include coordinating donations and volunteers for the Java & Jazz event (with choir) and other Jazz Band concerts or events specific to Jazz Band.

8.8 - Chaperone Liaison – This position will be staffed by one parent and will coordinate with the Volunteer Coordinator. Responsibilities include greeting, providing direction to chaperones prior to football games, marching contests, etc.

ARTICLE 9 SPECIAL COMMITTEES AND THEIR ROLES

Appointment of Special Committees will be facilitated by the President and chaired by the Officer as listed in these Standing Rules for a specific purpose. All Special Committees will be approved by the Board.

9.1 - Financial Reconciliation Committee - This committee will be comprised of 3 individuals plus one alternate. The committee members will appoint a chair. This committee will review the Treasurer's and the Secretary's binders to ensure that funds were appropriately accounted for and spent in accordance with the purposes and procedures of the Booster. A checklist is provided for this committee from the LJFAI.

No one who is a current signer on the bank account or persons who served the year before may serve on this committee. This committee will meet after the close of the fiscal year of the Booster (June 30th) and the report should be completed by August 30th. A copy of the report will be filed with the booster Treasurer as well as LJFAI. The Treasurer can not be a member of this committee but will be available to answer questions the committee may have regarding documentation, processes, etc.

9.2 - Budget Committee - This committee will be comprised of the President, the Treasurer and the directors and chaired by the President. This committee will meet in the spring to formulate a budget for the next fiscal year (starting July 1st). This committee will work with input from the band directors as well as historical financial information to put into place a budget to start the next year.

9.3 - Banquet Committee - This committee will be appointed at the January Board meeting to plan and organize the year end celebration/banquet. The Food and Social Coordinators will serve as Committee Chairs and be responsible for coordinating all efforts of this committee including managing the budgeted line item. Responsibilities include theme, menu, activities, program, director gifts, coordinating volunteers, etc.

9.4 - Standing Rules and Bylaws Committee: The President will facilitate the approval of this committee as needed to review the Standing Rules and By-Laws of the Booster.

9.5 - Nominating Committee - The President will facilitate the approval of this committee by January of each year. Appointees to the Nominating Committee will be Board members and/or Standing Committee Chairs.

The directors will serve in an advisory capacity as non-voting members of the Nominating Committee.

A Board Interest Form will be sent out via regular communications asking for interested band parents to help in filling the slate .

The Nominating Committee will be given a list of Board positions and duties for their use in filling the slate.

The Nominating Committee will be responsible for presenting the best qualified nominees for the Booster Board.

The Nominating Committee will treat all discussion of the committee as strictly confidential and will sign a confidentiality agreement.

The Nominating Committee will give careful consideration to qualifications of a candidate, choosing the best person for each of board the positions. Individuals currently serving in a position are not automatically assumed to repeat in that position.

The Nominating Committee may contact prospective candidates and explain the duties of each role as needed.

All efforts should be made to present a board that is balanced with experienced and new members; members with students that represent both band and guard and with varying students representation of all the different grade levels, 9th-12th.

Prospective Board members should have enthusiasm for the Lovejoy Band program, believe in the objectives of the Band Booster, be willing to adhere to the boosters By-Laws and Standing Rules and be willing to commit the time necessary for their position.

A candidate slate should be presented to the head band director and current President in advance of the April meeting.

A candidate list will be e-mailed to members prior to the April Board meeting

During the April meeting, following the report of the Nominating Committee, an opportunity will be given for nominations from the floor.

The Nominating Committee may offer suggestions for the non-officer, standing committee chair positions.

Upon election of the new Board, Committee Chairs will be appointed with the approval of the Board.

9.6 - Red Out/Black Out Shirt Committee - The President will facilitate the approval of this committee during the last Board meeting of the year. The Ways and Means Chair will serve as Committee Chair and will coordinate all committee efforts to create a design for that year's Red Out/Black Out shirt to be approved by the Board at the July meeting.

9.7 - Sponsorship Committee- The President will facilitate the approval of this committee during the last Board meeting of the year. The Vice President will serve as Committee Chair and will coordinate all committee efforts to secure, maintain and thank our sponsors.

9.8 - NTCA Committee- The President will facilitate with the approval of the board this committee several months prior to hosting any NTCA event. The Ways and Means can serve as the Committee Chair or may appoint another committee member to chair. This committee will coordinate all efforts to execute a successful NTCA fundraising event. This may include but not limited to vendors, volunteers, concessions, ticket sales, and use of LHS facilities.

9.9 - Marlar Award Committee- The President will facilitate the approval of this committee in April of each year. The committee will select their chair. The chair of the committee will send the Marlar Award form to all band parents and ask for nominees. This committee will select the recipient from all of the submissions received.

ARTICLE 10 INSURANCE

The Board will bond their officers, purchase general liability and insure their property (if applicable). The expenses for insurance are budget items. The following coverage is recommended:

General Liability: \$1,000,000

Directors and Officers: \$1,000,000

Sexual Misconduct Liability: \$1,000,000

ARTICLE 11 - AMENDMENTS

This document may be amended by a majority vote at any Board meeting.