

LEWISVILLE HIGH SCHOOL BAND BOOSTER CLUB

CONSTITUTION AND BY-LAWS

AUGUST 28, 1993  
AMENDED: APRIL 12, 2004

Article I – Name

The name of the organization shall be the Lewisville High School (LHS) Band Booster Club (Club).

Article II – Organization

The LHS Band Booster Club shall be a nonprofit organization.

Article III – Object

- 1) To give all necessary support wherever and whenever possible to the LHS Band Directors, Band and Band program to promote and maintain the interest of students in the Lewisville schools in all phases of Band and Instrumental Music.
- 2) In general, and to cooperate with the LHS Band Directors and School Administration in all phases of band activities.
- 3) To develop and implement revenue making projects to support the financial needs of the LHS Band, and provide the accountability for budgets, revenues, and expenditures.

Article IV – Membership

- 1) Membership in this club is open to all parents, relatives and supporters of the LHS students involved in the band and color guard program.
- 2) Sustaining membership shall be available to anyone wanting to participate in promoting the objectives of the Club. Dues per person shall be established by the Board of Directors annually.

Article V – Officers

The officers of the LHS Band Booster Club shall be as follows:

- 1) President
- 2) Vice-President Band Activities
- 3) Vice-President(s) Fund-Raising
- 4) Secretary
- 5) Treasurer(s)
- 6) Historian
- 7) Publicity
- 8) Board Member Emeritus

Executive committee: Composed of all elected officers of the LHS Band Booster Club.

Board of Directors: Composed of the Executive Committee, LHS Band Directors and all committee chairpersons.

## Article VI – Election of Officers

- 1) A Nominating Committee (see Article VIII) shall nominate one eligible person or husband/wife for each office and present the names at the March general membership meeting for election. Nominations from the floor may be accepted at this time.
- 2) Installing of officers shall be held at the May general membership meeting.
- 3) A person or husband/wife shall not be eligible to serve more than two (2) consecutive terms (a term being a school year) in the same office. One who has served more than one-half (1/2) of a term shall be considered to have served a full term.
- 4) Vacancies occurring during the school year in any office, except the President, shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee. If a vacancy occurs in the Office of the President, the Vice-President LHS Band Activities shall assume the office for the remainder of the term.

## Article VII – Duties of the Offices

- 1) PRESIDENT: The President shall preside at all meetings of the Band Club, Executive Committee, and the Board of Directors. He/She shall serve on the Budget Committee and shall be an “ex-officio” member of all other committees. He/She shall maintain close communication with the LHS band directors regarding all business of the Club. The President shall appoint special committees and perform such other duties as pertain to his/her office.
- 2) VICE-PRESIDENT LHS BAND ACTIVITIES: The Vice-President Band Activities shall, in the absence of the President, assume all the duties and responsibilities of the President. This Office will assist the LHS Band Directors and coordinate all LHS band activities.
- 3) VICE-PRESIDENT FUND-RAISING: The Vice-President Fund-Raising shall coordinate all Club sponsored fund raising activities.
- 4) SECRETARY: The Secretary shall keep an accurate record of all meetings of the Band Club, Executive Committee, and Board of Directors, and perform such other delegated duties as needed.
- 5) TREASURER: The Treasurer shall receive all funds of the Band Booster Club, keep an accurate record of all receipts and expenditures, dispense funds, and submit regular performance against budget reports as approved by the Executive Committee (see Article VIII). The Treasurer shall be a member of the Budget Committee (see Article VIII). The Treasurer’s records will be audited by the Audit Committee (see Article VIII) at the close of each school year.
- 6) HISTORIAN: The Historian shall be the custodian of all records and materials pertinent to the history of Band Booster Club activities during the school year. The Historian shall present a compiled record of events and activities to be presented as the official history of the Club to the general body at the last general meeting in May.
- 7) PUBLICITY: The Publicity Officer shall be responsible for coordinating all publicity required to support club activities.

- 8) BOARD MEMBER EMERITUS: The Board Member Emeritus shall assist with providing a smooth transition from the outgoing Executive Committee to the newly elected Executive Committee. The term of this office shall be from the Election of Officers in May until December 31. Because this office is advisory in nature, the Board Member Emeritus shall be a non-voting member of the Executive Committee. Nominees for the office of Board Member Emeritus shall be those members serving on the Executive Committee who are not seeking election to any other office and are willing to serve.

#### Article VIII – Committees

- 1) BUDGET COMMITTEE: Composed of the President, Treasurer, Vice-President(s) Fund-Raising, and the LHS Band Directors.
- 2) NOMINATING COMMITTEE: Composed of at least four (4) Band Booster Club members elected by the LHS Band Booster Club general body.
- 3) AUDIT COMMITTEE: Appointed by the President.
- 4) OTHER COMMITTEES: Other committees as deemed necessary by the President or Executive Committee.

#### Article IX – Meetings

There shall be a minimum of five (5) general meetings each year, the dates to be determined by the Board of Directors.

The Board of Directors and Executive Committee shall hold meetings as required to conduct the day-to-day business of the club.

#### Article X – Financial Obligations

- 1) The funds of the LHS Band Booster Club shall be used to meet the needs of the LHS band programs.
- 2) The Club budget shall be prepared by the newly appointed Budget Committee prior to the first meeting of the general body for the upcoming school year. The budget shall be presented for approval by the Club general body at that meeting.
- 3) The Treasurer shall present a written report of fiscal performance against budget at each Club general meeting. The Club shall operate with a minimum working capital balance as determined by the Budget Committee at all times.

#### Article XI – Amendments

The LHS Band Booster Club Constitution and By-laws may be amended by a majority vote of the general body. The proposed amendment(s) must be presented at a meeting prior to the meeting in which voting is to occur.