

Lakewood Ranch Band Boosters Association, Inc.

Bylaws

Article I-Name

The name of this organization shall be “Lakewood Ranch Band Boosters Association”, also referred to as “**LRBBA**”. **LRBBA** shall also be used to establish internet names, web pages and a presence on the worldwide web.

Article II-Objectives

Section 1-The object of this association shall be to assist the Bands, Auxiliary Units and **Band Director(s)** with projects and programs and to lend financial support through fundraising initiatives to them for extra-curricular needs and activities, and for the purpose of promoting social and recreational gatherings for members and their families.

Section 2-It is understood that **LRBBA** cannot commit the school administration, Band, Auxiliary Units or **Band Director(s)** in any way; nor can the Band, Auxiliary Units, **Band Director(s)**, or the school administration commit **LRBBA** in any way.

Section 3-This Corporation is organized with the specific intent to qualify as an exempt organization under provisions of section 501 (C) (3) of the internal revenue code. Contributions to this corporation are intended to qualify as charitable deductions under the provisions of section 170 (c) (2) of the Internal Revenue Code.

Article III-Membership

Section 1- Classes of Membership

- a. Full Membership
- b. Associate Membership

Section 2-Eligibility

Full members in **LRBBA** shall be parents or guardians of pupils in the Instrumental Music Department, including auxiliaries, of Lakewood Ranch High School. Full members can hold office.

Associate members in **LRBBA** shall be persons interested in furthering the objectives of **LRBBA** and are not currently band parents or guardians. These members must be approved by a majority vote of the Executive Board, shall not be eligible to hold office and shall not have voting power.

Section 3-Admission

Membership shall be open to all applicants regardless of age, sex, creed, race, color or national origin.

Section 4-Voting

Only full members shall be allowed to vote. Voting privileges shall be restricted to one vote for each parent or guardian.

Section 5-Termination of Membership

Full membership shall automatically terminate when the parent no longer has a pupil in the Instrumental Music Department of Lakewood Ranch High School. Said member may then apply for associate membership.

Article IV-Officers, Board of Directors and Staff

Section 1-Officers

The officers of this association shall be President or Co-Presidents, 1st Vice President, and/or 2nd Vice President, Recording Secretary and/or Corresponding Secretary, Treasurer, and Parliamentarian.

President:

- a. Shall preside at all the **Board of Directors** and general membership meetings.
- b. Shall make all committee appointments, other than the nominating committee.
- c. Shall be a member, ex-officio, of all committees, except the nominating committee.
- d. Shall perform all other duties usually pertaining to the Office of the President.

First Vice President:

- a. Shall report to the President.
- b. Shall preside over the **Board of Director** and general membership meetings in the absence of the President.
- c. Responsible for student fundraising activities.

Second Vice President:

- a. Shall report to the President.
- b. Shall preside at the **Board of Directors** and general membership meetings in the absence of the first Vice President.
- c. General fundraising responsibility.

Recording Secretary:

- a. Shall report to the President.
- b. Shall keep the minutes and records of all meetings.
- c. Shall maintain all committee reports.

Corresponding Secretary:

- a. Shall report to the President.
- b. Shall carry on the correspondence of the corporation.
- c. Shall maintain a current list of all members of the Instrumental Music Department and members of **LRBBA**.
- d. Shall edit and maintain web page and any other correspondence.
- e. Shall handle Publicity and issue press releases to all the news media publicizing the accomplishments of the Lakewood Ranch Instrumental Music Department.

Treasurer:

- a. Shall report to the President
- b. Shall collect and deposit all funds of the association in institutions approved by the Executive Board.
- c. Disburses change to committee chairs for designated events.
- d. Responsible for removing items from the **director's** safe and processing those items.
- e. Collect **LRBBA** mail at the post office on a weekly basis.
- f. Prepare and file reports and returns requested by governmental agencies.
- g. Keep a record of the accounts of the corporation and report at each regular meeting of the **Board of Directors**, general membership meeting and special meetings when requested.
- h. Appoint or hire, and oversee with **Board approval**, an Accountant or Bookkeeper.

Parliamentarian:

- a. Be appointed by the President and confirmed by the board of directors.
- b. Act in an advisory capacity to the President on all matters of Parliamentary procedure.
- c. Shall keep a copy of the certificate of Formation, the Bylaws and Robert's Rules of Order (Revised) and shall review the bylaws with the **Board of Directors** at each change of personnel.
- d. Attend all Board and regular general or special general meetings and ensure that all meetings and proceedings are conducted in accordance with these bylaws.
- e. Be a non-voting member of the **Board of Directors**

Section 2: Board of Directors

- a. Is the governing body for **LRBBA**
- b. The **Board of Directors** shall determine, along with the **Director(s)**, the proposed annual budget for approval at the general membership meeting in March or April. The budget is a summary of estimated income and expenses.

- c. Shall consist of the President and/or Co Presidents, 1st Vice President and/or 2nd Vice President, Recording Secretary and/or Corresponding Secretary, Treasurer, and Parliamentarian. The **Director(s)** of Music, Band Accountant and the Immediate Past President are ex-officio members of the **Board of Directors**. The Band **director(s)**, Accountant, Parliamentarian, and Immediate Past President shall serve as advisors and shall be non-voting members.
- d. Shall fill all vacancies by a majority vote of the remaining members of the **Board of Directors**. An officer chosen by the **Board of Directors** shall fulfill the unexpired term with the approval of the general membership.
- e. Any **director** may resign at any time by giving written notice to the board.
- f. Co-Presidents may cast one tie breaker vote.
- g. Quorum of three members of the **Board of directors** must be available for any binding vote.
- h. Officers shall not receive any compensation for their services.

Section 3: Staff

- a. **LRBBA** is authorized to hire/compensate staff. The **board of directors** must approve any compensation and authorization of payment for staff.

Article V-Meetings

Section 1- General Membership Meetings

- a. General Membership meetings may be held once a month at a date and time set by the **Board of Directors**.
- b. 3 days advance Notification for General meetings may be made by band room poster, website, email, parent flyer, or any other method deemed appropriate by the **Board of Directors**.
- c. Quorum shall be a majority of the members present, but not less 5 members
- d. Association business may be conducted and approved at general membership meetings.

Section 2- **Board of Director** Meetings

- a. May be called by the President, or any two members of the board. 24 hours notice shall be given for **Board of Director** meetings by

- b. email, telephone, website, or any other method deemed appropriate by the board.

Section 3-Special Meetings

- a. May be called by the President, or any two members of the board.
- b. Notice shall be given by email, flyer, telephone, website, or any other method deemed appropriate by the board.
- c. Quorum of three members of the **Board** must be available for any binding vote.

Article VI-Elections

Section 1-Time

- a. Elections are to be held at the February meeting of **LRBBA**.

Section 2-Nominating Committee

- a. Nominations shall be made by a Nominating Committee formed at the December general meeting. The Nominating Committee shall consist of at least 3 members and not more than 7 members. 2 members may be appointed by the board of directors. The chair of the nominating committee shall be voted **on at the December general meeting by a majority vote of the members present.**
- d. The chair of the nominating committee shall present a slate of nominees at the February general meeting.

Section 3-from the floor

- a. Nominations from the Floor may be made at the February general meeting. Nominees must give consent.

Section 4

- a. If there are two or more nominees for an office, the election must be held by ballot. Election by acclamation shall be permitted if there is only one nominee for each office.

Section 5-Terms

- a. Officers shall hold office from June 1 through May 31st of the following year.

- b. an elected officer may be removed from office by a majority vote of the organization after discussion and evidence of just cause.
- c. Term limits for officers shall be 2 consecutive years in the same office/position.

Article VII-Committees

Section 1-Standing committees-Appointed by the President and confirmed by the Board of Directors

- a. Uniforms
- b. Chaperone
- c. Color Guard
- d. Concessions
- e. Equipment
- f. Competitions
- g. Parent Liaison
- h. First Aid
- i. Social
- j. Fundraising
- k. Nominating
- l. Trip

Section 2-Special Committees

- a. Standing Committees may be appointed by the President and confirmed by the Board of Directors.

Article VIII-Finances

Section 1-The President, as well as the band director(s) shall have the authority to approve non-budgeted expenditures not to exceed \$300.00 per month. All checks must be signed by two officers of **LRBBA**.

Section 2-The President, and or **Board of Directors of LRBBA** may elect to hire an outside accounting firm, if deemed necessary, at any time, and submit a report of their conclusions to the general membership.

Section 3-Fiscal Year is June 1st to May 31st.

Article IX-Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X-Standing Rules

Standing Rules may be approved by the **Board of Directors**, and the secretary shall keep a record of the standing rules for future reference.

Article XI-Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two thirds vote of those present at the special meeting. Upon dissolution of the Corporation, its assets, if any, shall be distributed to the band equipment fund or Lakewood Ranch High School, within the meaning of the 501 (c) (3) of the Internal Revenue Tax Code.

Article XII-Amendments

These bylaws may be amended at any regular or special meeting, provided that previous notice was given at the prior meeting. Amendments will be approved by a two thirds vote of those present.

A bylaws committee chaired by the Parliamentarian, and approved by the **Board**, shall review the bylaws when needed and recommend amendments, if necessary.

The date of the review shall be recorded in the minutes of the meeting of the **Board of Directors** and reported to the general membership at the next meeting.

Article XIII-Enactment

These bylaws were adopted by vote of the association and became effective _____, 2009.

