



BYLAWS OF THE
Lebanon Trail High School Band Boosters Association
A NON-PROFIT CORPORATION
Adopted June 2, 2016

ARTICLE I - DEFINITIONS

The following terms shall have the assigned meanings throughout the bylaws:

- 1.1 "Association" shall mean and refer to the "Lebanon Trail High School Band Booster Association", also known as the LTHSBBA.
- 1.2 "Band" shall mean and refer to any group assembled by the band director either as a class or school-sponsored activity including the Band and guard students.
- 1.3 "Board Meetings" shall mean and refer to any official gathering of the members of the Board.
- 1.4 "General Meeting" shall mean and refer to any official gathering of the members of the Association.
- 1.5 The "Elected Officers" means and refers to the President, Vice President, Secretary, Treasurer, Hospitality, and Communications.
- 1.6 "Staff" shall mean and refer to the Band directors, Band instructors, guard directors, percussion directors, and school administration from Lebanon Trail High School.

ARTICLE II - NAME

- 2.1 The name of the Association shall be Lebanon Trail High School Band Booster Association. Alternate names will include "LTHS Band Boosters" and "LTHS BBA".

ARTICLE III - LOCATION

- 3.1 The principal office of the Association in the State of Texas shall be located at 5151 Ohio Drive, TX 75035, in the City of Frisco, Collin County.

ARTICLE IV - OBJECTIVES

- 4.1 The Association is an independent non-profit organization, organized to support the Band at Lebanon Trail High School in Frisco, Texas, USA, and dedicated to achieve the following objectives:
 - To provide a positive environment for students' educational and artistic growth.
 - To promote a closer relationship between parents, students, and staff in an atmosphere of mutual cooperation, support, and respect.
 - To encourage a high level of achievement for the Band and its members.
 - Provide scholarship and training funds for student leaders (i.e. personal training, clinicians, Drum Major camp fees, etc.) as determined and approved by the Board.

- Coordinate logistic and volunteer support for the program.
- Provide staff development funding for participation in continuing education and professional development, including fees to attend the Texas Music Educators Association conference and similar as determined and approved by the Board.

- To promote and recognize the Band and its students accomplishments.

4.2 The organization will also:

- Maintain in good standing State and Federal non-profit status, including conforming to Section 501(c)(3) of the US Internal Revenue Service Code.

- Coordinate annual filing requirements for State and Federal regulatory compliance.

4.3 Activities of the Association shall not conflict with University Interscholastic League rules. The organization is organized for charitable purposes within the meaning of Section 501(c)(3) of the IRS.

ARTICLE V- METHODS

5.1 The Association shall strive to achieve the objectives of the Association by assisting in logistics and providing support through projects and contributions by its members.

5.2 The organization shall be noncommercial, nonsectarian, and nonpartisan.

5.3 The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE VI - MEMBERSHIP

6.1 **Members.** Parents or guardians of the members of the Bands shall become members of the Association upon their child's enrollment in the Band program and the payment of band registration. Members are expected to support the objectives of the Association.

The Association may also have Associate Members and Business Associate Members as directed by the Board, and such Associate Members shall have no voting privileges on business matters before the Association, however they shall be afforded all other rights and privileges of membership in the Association.

The Band directors, as well as Band advisors and instructors as designated by the Senior Band director, shall be considered Associate Members (non- voting) without the required payment of any membership fee. The Band directors will ensure that activities are conducted in accordance with Frisco ISD policies and shall encourage members of the Association and Staff to support the Association by their attendance at meetings and musical events. The Band directors shall recommend desirable projects and activities to be pursued by the Association.

6.2 **Participation.** Members are free to participate in as many volunteer activities as they like, with each member committing to a minimum of five (5) activities throughout the year.

6.3 **Termination of membership.** Membership of the parents or guardians is automatically terminated upon graduation of the student from Lebanon Trail High School, transfer from Lebanon Trail High School or withdrawal from the Band program.

6.4 **Transfer of Membership.** Membership in this Association is not transferable or assignable.

6.5 **Dues.** Annual membership dues will be for the school year commencing August 1st and ending in July 31st of the following year. A member is considered to be in good standing upon payment of annual band registration. Each membership, associate membership or business

associate membership will include: access to calendar and volunteer registration available at www.trailblazerband.com

6.6 **Associate Members.** For a minimum of \$50 per school year, alumni and friends of the Lebanon Trail High School Band may receive an Associate Membership.

6.7 **Business Associate Members.** For a minimum of \$100 per school year, firms and corporations are encouraged to support the Association activities through a Business Associate Membership.

ARTICLE VII - GENERAL MEETINGS OF MEMBERSHIP

7.1 **Quorum.** A quorum for all General Meetings of the Association shall consist of the members in attendance.

7.2 **Annual Meeting.** An annual meeting of the members will be held during the spring concert each year, for the purpose of electing officers and for the transaction of other business as may come before the meeting. If the election of officers is not held on the day designated for any annual meeting, or at any adjournment thereof, the Elected Officers shall cause the election to be held at a special meeting of the members as soon thereafter as possible. The Elected Officers may designate any place as the place of meeting for any annual meeting or for any special meeting called by the Elected Officers.

7.3 **General Meetings.** General Meetings shall coincide, where possible, with planned performances or full band activities in order to increase opportunities for member engagement. A minimum of two General Meetings shall be held annually at a time and place designated by the Elected Officers.

7.4 **Special Meetings.** Special meetings may be called by the President, a majority of the Elected Officers or not less than one tenth of the Membership.

7.5 **Board Meetings.** All board meetings are open to all members and conducted as a general meeting in lieu of separate board and general membership meetings.

7.4 **Notice of Meeting.** Written, printed or verbal notice stating the place, day and hour of any meeting of members will be distributed, either personally or by electronic mail, to each member entitled to vote at such meeting, not less than ten days before the date of such meeting, by or at the direction of the President, or the Secretary or the Elected Officers or persons calling the meeting. In case of a special meeting or when required by statute or these bylaws, the purpose for which the meeting is called will be stated in the notice.

7.5 **Budget.** An operating budget for the following year, identifying fundraising projects and purposes for which the funds are being raised, will be prepared and proposed by the President, Treasurer and the Director and must available to the Membership.

No part of the net earnings of the Association shall be used for the benefit of or be distributed to its members, directors, officers or other private persons except that the Association is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes of the Association.

ARTICLE VIII - OFFICERS

8.1 **Nominations Committee.** The duty of the nominating committee is to find the best candidate for each office. The nominating committee will be comprised of the Secretary, who chairs the committee, and two other members in good standing (neither of which may be a current Elected Officer, but may be members of the Board). The nominating committee will also include the Senior Band director as an ex-officio member. The President may not sit on the

nominating committee. A member of the Nominating Committee may be nominated for an Elected Officer position.

The nominating committee may request that the membership be polled to find members that are interested in serving and may request a list of the current and rising 8th^h grade membership. A member must be in good standing in order to be an Elected Officer. A member of the nominating committee must receive the consent of the nominee for the nomination before nominating the member.

The report of the nominating committee will be made at the General Meeting during the spring concert and the election of officers will take place at that same meeting. Nominations from the floor must be allowed. If there is more than one candidate for the same office, a simple majority vote of those in attendance will decide the election.

8.2 **Officers.** The Elected Officers shall not be a Lebanon Trail High School Band or Guard program employee or the employee's spouse. The Elected Officers must be members of the Association.

8.3 **Maximum Tenure.** The maximum tenure for Elected Officers in any position shall be two (2) years.

8.4 **Term.** The term of office for the Elected Officers will be from July 1 through June 30 of each calendar year.

8.5 **Removal.** Any Elected Officer may be removed by three-fourths of the Elected Officers whenever in their judgment the best interests of the Association would be served.

8.6 **Vacancies.** A vacancy in any Elected Office because of death, resignation, disqualification or otherwise, may be temporarily filled with an appointment approved by a majority vote of the Elected Officers for the unexpired portion of the term. The unexpired portion of the term will not count towards the two (2) year limitation for Elected Officers. In the event that the President position becomes vacant, the Vice-President will immediately assume the duties of President and the Vice-President position will be temporarily filled by a majority vote of the Elected Officers for the unexpired portion of the term.

8.7 **President.** The President shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association. The President shall preside over all General Meetings, Board Meetings, District Meetings, and meetings of Elected Officers as well as comply with all district booster guidelines. The President may sign, with the Secretary and any other Officer of the Association authorized by the Elected Officers, any deeds, mortgages, bonds, contracts or other instruments which the Elected Officers have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Elected Officers or by these Bylaws or by statute to some other officer or agent of the Association; and, in general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Elected Officers from time to time. The president shall be an ex-officio member of all committees except the nominating committee and shall assist in appointing committee members to all committees not otherwise provided by these Bylaws.

8.8 **1st Vice President - Volunteers.** In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The 1st Vice President shall serve as volunteer coordinator, develop annual volunteer plan, including event staff requirements, trainings, expectations and background check completion, ensures volunteer opportunities are posted online, communicates volunteer needs to members (working with communications chair), maintains volunteer data and reporting to

board; as well as perform such other such duties as assigned by the President or Elected Officers as well as comply with all district booster guidelines.

8.9 **2nd Vice President - Ways and Means.** In the absence of the President and 1st Vice President or in the event of their inability or refusal to act, the 2nd Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The 2nd Vice President shall identify vendors and negotiate contracts and present proposals to board for review and approval; oversee fundraiser activities and events including concessions, coordinate spirit wear and merchandise sales; as well as perform such other such duties as assigned by the President or Elected Officers as well as comply with all district booster guidelines.

8.10 **Secretary.** The Secretary will keep order in the Elected Officers meetings, advise the President on the conduct of General Meetings and Board Meetings and ensure that the meetings abide by Robert's Rules of Order and these bylaws; the Secretary shall keep the minutes of the General Meetings, the Board Meetings and meetings of the Elected Officers in one or more books provided for that purpose; give all notices in accordance with the provisions of these bylaws or as required by law; maintain documentation in support of Section 501(c)3 of the IRS Code and State of Texas Sales Tax filings, including calendar of required filings; be custodian of the corporate records and of the seal of the Association, and affix the seal of the Association to all documents, the execution of which on behalf of the Association under its seal is duly authorized in accordance with the provisions of these bylaws: keep a register of the post-office or electronic mail address of each member as furnished to the Secretary by the Frisco Independent School District; as well as perform such other such duties as assigned by the President or Elected Officers as well as comply with all district booster guidelines.

8.11 **Treasurer.** If required by the Elected Officers, the Treasurer shall give a bond for the faithful discharge of duties in such sum and with such surety or sureties as the Elected Officers shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for moneys due and payable to the Association from any source whatsoever, and deposit all such moneys in the name of the Association in such banks, trust companies, or other depositories as shall be selected in accordance with these Bylaws and in general perform all the duties incident to the office of Treasurer, including the disbursement of funds; as well as perform such other such duties as assigned by the President or Elected Officers as well as comply with all district booster guidelines.

8.12 **Communications.** Will support director management of membership communications channels, including social media, band website, direct communication to members through CHARMS and other communications as needed; develop and distribute announcements and communication to membership including event flyers and meeting reminders; coordinates band inclusion in LTHS parent newsletter; establishes and maintains flyers and other promotional efforts; collects and maintains repository of multimedia assets, including pictures from events/performances, video and audio files for member access and use in compliance with Fisd related policies; as well as perform such other such duties as assigned by the President or Elected Officers as well as comply with all district booster guidelines.

8.13 **Hospitality.** Hospitality will develop and document planning for all band socials throughout the year; negotiate all contracts for best rates and present proposals to board for review and approval; coordinate volunteer needs with vice-president(s); maintain detailed records and list of duties performed; manage food service including concessions; membership and registration coordinator; fee payment and processing; as well as perform such other such

duties as assigned by the President or Elected Officers as well as comply with all district booster guidelines.

8.14 **Appointed Positions**

The Nominating Committee may make a recommendation to the Elected Officers for the Appointed Positions. The Elected Officers may create new positions, appoint individuals to those positions, or dissolve positions, as deemed necessary for assisting with the operation of the Band program and the Association.

The members serving in Appointed Positions must be members in good standing and may be removed by a majority vote of the Elected Officers whenever the Elected Officers determine that the removal is in the best interest of the Association.

ARTICLE IX - COMMITTEES

9.1 **Committees.** Committees not having and exercising the authority of the Elected Officers in the management of the Association may be designated by a resolution adopted by a majority of the Elected Officers present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Association and the President of the Association shall appoint the members thereof. Any members thereof may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interests of the Association shall be served by such removal.

9.2 **Term of Office.** Each member of a committee shall continue as such until the next annual meeting of the members of the Association and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease as a member of the Association.

9.3 **Chairperson.** The person or persons authorized to appoint the members thereof shall appoint one member of each committee as chairperson.

9.4 **Vacancies.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

9.5 **Quorum.** Unless otherwise provided in the resolution of the Elected Officers designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

9.6 **Rules.** Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Elected Officers.

ARTICLE X - CONTRACTS, CHECKS, DEPOSITS AND FUNDS

10.1 **Authorization.** The Elected Officers may authorize any officer or officers, agents of the Association; in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances.

10.2 **Checks and Drafts.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be determined by resolution of the Elected Officers or these Bylaws. In the absence of such determination by the Elected Officers, such instruments shall be signed by at least two of the

following: Treasurer, President, or Vice President. Check signers cannot be the person to whom the check is written, or related to the individual to whom the check is written. No signed blank check will be distributed to any person unless authorized by the Elected Officers in advance.

10.3 **Deposits.** All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Treasurer may select unless otherwise directed by a majority of the Elected Officers.

10.4 **Gifts.** Any Elected Officer may accept on behalf of the Association any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Association with board approval.

10.5 **Budget.** No unbudgeted expenditures will be made without approval of a majority of the Elected Officers.

ARTICLE XI - BOOKS AND RECORDS

11.1 **Books and Records.** The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its General Meetings, Board Meetings or meetings of the Elected Officers and a record giving the names and addresses of the members entitled to vote and provide same for inspection on five days' written notice at the registered or principal office.

An annual reconciliation of the Association's financial records will be conducted prior to the end of each fiscal year by a reconciliation committee comprised of 3 appointed members who do not have authority to sign checks. A signed statement by the reconciliation committee must be completed and submitted to the President at least two weeks before the beginning of the new school year.

ARTICLE XII - FISCAL YEAR

12.1 **Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.

ARTICLE XIII - DISSOLUTION

13.1 **Dissolution.** Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIV - WAIVER OF NOTICE

14.1 **Notice.** Whenever any notice is required to be given under the provision of the Texas Nonprofit Corporation Act or under the provisions of the articles of incorporation or the Bylaws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XV - AMENDMENTS TO THESE BYLAWS

15.1 **Amendments.** These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the members present at any General Meeting, if at least ten days' written notice is given of an intention to alter, amend or repeal these Bylaws or to adopt new Bylaws at such meeting and provided that notice of the proposed amendment shall have been filed with the secretary of the Association and a copy of the proposed amendment has been sent to the members before the meeting at which it is to be considered for adoption.

ARTICLE XVI – RULES OF ORDER

16.1 **Rules.** The most current issue of Robert’s Rules of Order shall be the authority on all questions of procedure not specifically stated in these bylaws.

We the undersigned Elected Officers, do hereby certify that the foregoing is the true and legal bylaws of the Lebanon Trail High School Band Booster Association, Frisco ISD, and that the same were adopted on the 2nd day of June, 2016.

President

Dated

Secretary

Dated