

**LHS  
BAND  
AND  
ORCHESTRA  
BOOSTERS  
BYLAWS**

## Lakeview Band and Orchestra Boosters Bylaws

### **Article I – Name**

This organization shall be known as the LAKEVIEW BAND AND ORCHESTRA BOOSTERS.

### **Article II – Objectives**

The objectives of this organization shall be:

Section 1. To promote and stimulate student, parental, and community interest in the instrumental music programs as formulated by the Lakeview School System.

Section 2. To provide financial assistance to the instrumental music programs, over the support possible from regular school funds. This shall be accomplished through the means of fundraising activities to raise funds as may be required to purchase instruments and equipment, to provide scholarships, uniforms, awards, and other projects as determined and requested by the instrumental music directors, and approved by the membership.

Section 3. To aid and assist in the activities of the instrumental music department.

Section 4. To work to retain the involvement of Alumni of the Lakeview High School Band and Orchestra. This will be used to enhance the program by asking alumni what parts of the program are effective and helpful in continuing their education and/or employment. Insights into gaining entrance into college and related scholarships will also be gleaned.

### **Article III – Membership and Voting Rights**

Section 1. The members of this organization shall be the parents of all instrumental music students in the Lakeview School System and any other adult interested and actively participating in the objectives as stated in Article II above.

Section 2. Voting rights shall be established after attending one (1) regular meeting.

### **Article IV – Officers and Executive Board**

Section 1. From the membership there shall be elected annually the following officers:

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### A. President

1. Shall preside at all regular meetings.
2. Shall recruit all Standing Committee Chairpersons, and Election Nominating committee, and may make additional committee assignments as necessary.
3. Shall be responsible for seeing that all committees and meetings function according to this constitution.

B. Vice President – Shall preside at regular meetings in the absence of the President. In the absence of the Treasurer, the Vice President is authorized to receive monies to be presented to the Treasurer.

### C. Correspondence Secretary

1. Shall take minutes at monthly/special meetings, sends a draft copy of the minutes to the Executive Board for approval before a finalized/hard copy of the minutes are distributed at the membership meeting and keeps hard copies of monthly meeting reports and/or materials.
2. Shall communicate current information to membership by email, newsletter, mailing, and articles in local newspaper(s).
3. Shall be responsible for all publicity of events involving this organization, aids in finding a photographer, when needed, to document events with pictures throughout the school year to place with newsprint articles, writes thank you notes, and assists with/or other correspondence as requested by the President and Instrumental Music Directors.

### D. Treasurer

1. Shall maintain financial records and transactions.
2. Shall coordinate expenditure requests as required for payment of invoices.
3. Shall perform an annual audit.
4. Shall file annual 990 form with IRS.

Section 2. The above officers shall constitute an Executive Board, empowered to transact business in the event of an emergency of this organization with agreement by three (3) or more Board members. The instrumental music directors will act as advisory members to the Executive board.

## Article V – Standing Committees

### Section 1. Standing Committee Definitions

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- A. Fundraising Committee – Shall be responsible for reviewing and assisting members in presenting fund raising projects to the membership. Any project requiring by a director or the instrumental music students must be agreed to, in advance, by the director and the Lakeview School District. All fundraising activities must have a fundraising request form sent to the High School Principal for approval prior to start-up.
- B. Uniforms Committee – Shall be responsible for the following:
1. Uniform Inventory (i.e. cleaning, maintenance, repair, and recordkeeping).
  2. At the start of the marching band and concert seasons, assist the directors in issuing and fitting of uniforms.
  3. At the close of the marching band and concert seasons, assist the directors in checking in uniforms.
- C. Chaperone Committee – Shall be responsible for securing chaperones to:
1. Aid faculty members on bus trips.
  2. Attend annual Band Camp.
  3. Assist upon request at non-school hour concerts, rehearsals, parties, and festivals.
- D. Concessions Committee – Shall be responsible for the following:
1. Secure products and supplies.
  2. Secure workers.
  3. Secure event dates and times.
  4. Request concessions usage from district operations.
  5. Transfer funds in excess of \$3,000 at the end of the school year to the general fund maintained by the Treasurer.
  6. Maintain a running record of individual supplies and products bought during the football and basketball seasons from the receipts detailing the amount and price purchased along with the profit margin of each product, including a running record of total expenses paid and total profit made for each school year that would be made available for review if requested by the Executive Board.
  7. Set prices and ensuring profit margins are maintained each year.
  8. Provide concessions reports.
  9. Provide accounting report at the end of the year to reconcile concession stand bank account.

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- E. Awards/Banquet Committee – Shall be responsible for assisting the music directors with:
  - 1. Fall and Spring Banquets.
  - 2. Senior Recognition Events.
  - 3. Special Celebrations.
- F. Orchestra Member-at-Large – Shall act as a liaison between the Orchestra Program and the Band and Orchestra Booster Organization.
- G. Band Camp Committee – Shall assist the director in planning, obtaining a band camp location, and acquiring the necessary volunteers and workers to operate band camp.
- H. Transportation and Pit Crew Supervisor/Committee – Shall assist the director with:
  - 1. Acquiring drivers and coordinating vehicle(s) to haul the equipment trailer(s) and insurances for coverage of trailers and all event related equipment.
  - 2. Organize and recruit workers to help load and unload equipment trailer, and assist band with moving instruments to and from competition/performance areas.
- I. Feed the Band Committee – Shall be responsible for arranging to feed the band before games and competitions.

Section 2. All committee chairpersons shall be responsible for obtaining Executive Board Approval prior to all money expenditures, excluding general product and supplies maintained by Concessions.

### Article VI - Meetings

Section 1. Regular meetings will be held monthly. Dates will be determined by the current Executive Board and Director, except in the month of July when there will not be a meeting.

Section 2. The regular meeting will be held in one of the Lakeview High School music rooms. The day, time, and location will be determined by the current Executive Board and Director.

Section 3. Meetings shall be conducted according to Roberts Rules of Order except as amended by this constitution.

## **Article VII – Elections and Voting Procedures**

Section 1. An Election Nominating Committee will consist of three (3) current members with one person acting as Chairperson as agreed upon by committee members. Election Nominating Committee will be appointed by the President and accepted by said appointees prior to the end of the February meeting.

Section 2. The Nominating Committee shall request nominations during March and April regular meetings and verify acceptance of the nominees prior to the end of the April meeting. An individual may accept nomination to multiple positions but can only be declared elected to one position.

Section 3. The Nominating Committee shall create ballots for each Executive Board position, to be available for the May meeting. Nominees that accept nomination will be listed alphabetical by office(s) they accept nomination to. Voting shall be conducted by paper ballot and as specified in Section 4.

Section 4. The Nominating Committee shall conduct the election process at the May meeting. Separate voting shall be held for each position with the individual receiving the majority votes declared elected. This process will be done for President and Treasurer on odd numbered years; Vice President and Correspondence Secretary on even numbered years. For individuals that accepted multiple nominations, once he/she has been elected to a position, that name shall be unavailable for any other position. All positions shall hold a one (1) year term beginning at the end of the June meeting.

Section 5. Voting shall be by individuals and no person may cast more than one (1) vote. Proxies will not be recognized.

Section 6. In the event any officer's position of this organization becomes vacant, the remaining Executive Board shall appoint a candidate to serve the remainder of the term.

## **Article VII – Records and Finance**

Section 1. All officers' books and accounts shall be provided to the incoming officers at the completion of the June meeting.

Section 2. The Treasurer shall maintain and provide detailed financial transactions and statements. The Treasurer will retain copies, either electronic or hard, of all deposits and expenditure requests.

Section 3. The Fiscal year ends May 31.

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Section 4. The Executive Board is responsible for providing a proposed budget at the May membership meeting. If the budget is not approved, the budget from the previous year remains in place until the next meeting is held and the budget is approved. The budget must be approved by the November meeting or no expenditures shall be made until the budget is ratified by the board.

Section 5. The Concessions committee will be responsible for maintaining the concessions bank account with the approval of the Treasurer.

Section 6. Persons authorized to sign expenditure requests and checks from the general fund shall be the Treasurer, President, and Vice-President. Persons authorized to sign expenditure requests and checks from the Concessions account shall be the Treasurer, President and Concession Chair. One (1) or two (2) signatures may be required dependent on the amount.

Section 7. Two non-related band and orchestra booster members shall count the money from each fundraising or concessions event. All fundraising and concessions money shall be deposited within 5 business days after the event if at all possible.

Section 8. The Band and Orchestra Boosters organization bonding and insurance shall be reviewed and renewed annually.

Section 9. The Treasurer shall establish and maintain an individual Student Account for each student enrolled in an instrumental music program.

- A. All monies earned by a student through fundraising activities will be credited to their student account.
- B. All monies donated to a student will be credited to their student account.
- C. Upon a written and signed request (i.e. Letter, email, note) from the student or student's parents, monies can be transferred to the student's Choral or Music Boosters account for participation in a music program (i.e. Choir, Cantabile, Spartanaires).
- D. Upon graduation or student transfer to another school, funds remaining in the student account will be:
  1. Transferred to the student account of a family member participating in an instrumental music program.
  2. Transferred to the student Scholarship account.

## Article IX – Amendments to the Constitution

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Section 1. Proposals or suggestions for amendments to the Constitution may be presented at a regular meeting.

Section 2. A final written amendment proposal must be made available to the entire membership stating when a vote will occur on this amendment.

Section 3. Amendments shall be adopted upon a majority vote of those present at the notified date.

### **Article X – Organization Dissolution Contingency**

In the event the Lakeview Band and Orchestra Boosters organization is dissolved, all monies, equipment, materials, and supplies left after outstanding debts are paid will revert to the Lakeview School District.