

Liberty Band Boosters (LBB) Bylaws

Revised May 9, 2019

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Revision History

Description of Revision	Recorded By:	Date
Made grammatical and compositional changes; reformatted entire document; added cover page, Table of Contents, and Revision History	S.M.Taggart	3/12/09
Made changes to Articles 4.4, 5.7, 6.1, 6.7, 7, 8.3, 9.3, 10, 11.3, 11.4	S.M.Taggart	5/4/09
Made changes to 9.1	J. Peck	11/2009
Made changes to 7.8 - amendment	M. Van Wijk	3/3/2010
Added 7.10 to Article 7	M. Van Wijk	3/3/2010
Made name change to Article 10	M. Van Wijk	3/3/2010
Made changes to Articles 10.1, 10.2, 10.3, 10.4	M. Van Wijk	3/3/2010
Article 10 = replaced 10.1 and 10.2; Eliminated 10.3 and 10.4	M. Van Wijk	9/16/2010
Article 14 - Dissolution = replace 14.1, eliminate 14.2	M. Van Wijk	9/16/2010
Made addition to 5.4 - amendment; Reformatted document	K. Piersall	5/4/2011
Each instance of <i>Band Director</i> replaced with <i>Band Director(s)</i> . Articles affected: 2.1, 5.1,	K. Piersall	7/26/2012

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

7.5, 7.8, 7.9 as per board meeting 7/26/12. Approval: Pamela Bower per article 13.2		
Article 5.5 – amendment. Added: <i>unless a term extension is approved by a vote of the general membership.</i>	K. Piersall	3/14/13
Article 5 Sections 5.3 and 5.6 – amendment. Added: <i>and Bookkeeper.</i>	S. Wilson	11/12/2013
Article 6 Section 6.10- amendment. Remove: <i>or appointed</i>	S. Wilson	11/12/2013
Article 7 – amendment. Remove: and appointed	S. Wilson	11/12/2013
Article 5, Section 5.4 – Remove: Additionally, it is recommended that terms stagger so that no more than half of the board changes in any given year. Added: The president, first vice president, bookkeeper, and communication liaison shall be elected in even years. The second vice president, 3 rd vice president, treasurer, and secretary shall be elected in odd years.	D. Baker	08/14/2018
Article 7, revised Duties of Elected and Appointed Officers	D. Baker	05/09/2019

Table of Contents

<u>Article I – Name</u>	7
<u>Article II – Purpose</u>	7
<u>Article III – Membership</u>	7
<u>Article IV – General Membership Meetings</u>	8
<u>Article V – Officers and Their Election</u>	9
<u>Article VI – LBB Board of Directors</u>	10
<u>Article VII – Duties of Elected Officers</u>	11
<u>Article VIII – Committees</u>	17
<u>Article IX – Budget</u>	17
<u>Article X – Student Finances</u>	17
<u>Article XI – Articles of Incorporation</u>	18
<u>Article XII – Parliamentary Authority</u>	18
<u>Article XIII – Amendments to Bylaws</u>	18
<u>Article XIV – Dissolution</u>	19
<u>Certificate</u>	20
<u>Signatures</u>	20

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

Article I - Name

- 1.1 The name of this non-profit LBB shall be Liberty Band Boosters, hereinafter referred to as the "LBB."

Article II - Purpose

- 2.1 The purpose of the LBB is to provide support to the Liberty High School Band and any such related auxiliary units (hereinafter referred to as "the band program." The LBB support shall consist of providing operating funds, volunteer services and organizational coordination as requested by the Band Director(s).
- 2.2 The purposes for which the LBB are organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any United States Internal Revenue Law. Notwithstanding any other provision of these articles, the LBB shall not carry on any activities not permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any United States Internal Revenue Law.

Article III - Membership

- 3.1 Membership in the LBB shall be open to all band members, alumni, siblings 14 years and older, parents/guardians and grandparents of band members currently enrolled in the band program, Band Director and his/her assistants, and other persons interested in the and development of the band program.

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

- 3.2 Voting privileges and elected offices shall be limited to parents of members of the band program who have paid all band fees and are actively participating in the band program during a school year. Band members shall automatically be non-voting members. Alumni and other persons interested in the progress and development of the band program shall be welcome as non-voting members.
- 3.3 No member shall have any right or interest in any of the property or assets of the LBB.
- 3.4 No members of the LBB shall be personally liable for the debts, liabilities or obligations of the LBB.

Article IV – General Membership Meetings

- 4.1 General membership meetings shall be held as scheduled in September, November, January, March, and May or, unless otherwise ordered by the LBB.
- 4.2 General membership meetings shall be held at the time and place designated by the LBB Board of Directors. The purpose of general membership meetings shall be for conducting business transactions requiring a vote of the LBB and for conveying information about the LBB and the band program.
- 4.3 Ten (10) members shall constitute a quorum for the transaction of business in any LBB general membership meeting.
- 4.4 Special meetings of the LBB may be called by the President or a majority of the LBB Board of Directors, with at least three (3) days notice (phone call, e-mail, personal contact).

Article V – Officers and Their Election

- 5.1 The Band Director(s) shall be voting officers of the LBB.
- 5.2 All officers must have a student in the band program.
- 5.3 The elected officers shall be the President, Vice President, Director of Volunteers, Director of Fundraising, Secretary, Treasurer, Community and Corporate Outreach, and Bookkeeper.
- 5.4 Term of office shall be June 1 through May 31. Whenever possible, officers shall serve in their elected positions for a period of two years. The President, Vice President, Bookkeeper, and Community and Corporate Outreach shall be elected in even years. The Director of Volunteers, Director of Fundraising, Treasurer, and Secretary shall be elected in odd years.
- 5.5 No person may hold the same office for more than two (2) consecutive years, unless a term extension is approved by a vote of the general membership.
- 5.6 By the January general membership meeting, the Board of Directors shall appoint a nominating committee of three members (exclusive of any current member of the Board of Directors). The Band Director(s) are members of the nominating committee. The committee shall select its own chairperson. The nominating committee shall present a slate of at least one candidate for each of the following positions: President, Vice President, Director of Volunteers, Director of Fundraising, Secretary, Treasurer, Community and Corporate Outreach, and Bookkeeper based on the year of election. The committee shall report the nominees at the March general membership meeting.
- 5.7 Officers shall be elected by ballot at the May general membership meeting. However, if there is only one (1) nominee for any office, election for that office may be by voice vote. The committee shall

report the nominees at the March general membership meeting, at which time additional nominations may be made from the floor.

- 5.8 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the election at the next scheduled general membership meeting.

Article VI – LBB Board of Directors

- 6.1 The LBB Board of Directors shall consist of the elected officers, and the Band Director(s).
- 6.2 The immediate Past President may serve in a non-voting, advisory capacity to the President and Board of Directors
- 6.3 The Board of Directors shall plan and recommend the various activities of the LBB.
- 6.4 The Board of Directors shall approve the plans and work of all committees and Board of Directors.
- 6.5 The Board of Directors shall be empowered to transact necessary business within the LBB-approved goals and budget, or as may be referred to it by the LBB.
- 6.6 The Board of Directors may create standing and special committees as it may deem necessary to promote the objectives and carry on the work of the LBB. Committee chairpersons must be voting members of the LBB.
- 6.7 Meetings of the Board of Directors are open to the LBB community and shall be held monthly during the school year or as deemed necessary.

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

- 6.8 Presence of at least fifty percent (50%) of all Board of Directors positions shall constitute a quorum.
- 6.9 Each Board of Directors position shall be entitled to one and only one vote. Action items requiring the vote of Board of Directors may be taken by e-mail or phone prior to the next scheduled board meeting. The Secretary shall include unscheduled votes in published minutes.
- 6.10 When an elected officer fails to attend three (3) consecutive meetings or fails to perform his duties without adequate reason for a period of sixty (60) days, the Board of Directors may remove the officer and declare a position vacant on a majority vote.

Article VII – Duties of Elected Officers

- 7.1 The duty of all Board of Directors members is to be honest and use prudent judgment in carrying out business of the LBB.
- 7.2 At the first general membership meeting of the school year, and as required by changes throughout the year, the Board of Directors shall prepare and present for discussion and approval, the following topics:
- Recommendations for LBB goals and priorities
 - A proposed budget supporting the recommended LBB goals and priorities
- 7.3 *President* shall be the chief officer of the LBB and have the following duties:
- Represent the LBB at all external meetings and events
 - Preside over all Board of Directors and general membership meetings
 - Designate committee chairpersons subject to the approval of the Board of Directors.

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

- Serve as an ex-officio member of standing committees
- Coordinate and sign all contractual obligations
- Designate or act as Regional Committee Leader
- Designate and assist the following, but not limited to:
 - Food Coordinators
 - Color Guard / Winter Guard Liaison
 - Winter percussion / Pit Liaison
 - External auditor
- Assist Band Director(s) with coordination of major out-of-town trips to include, but not be limited to, invitationals, festivals, and competitions if needed
- Review and Update Bylaws as needed
- Perform such other duties as may be assigned to him/her by the LBB and the Board of Directors
- Prepare an end-of-year report to assist the incoming President

7.4 *Vice President* shall aid the President and have the following duties:

- Preside over meetings in the absence of the President
- Oversee inventory, care, and distribution of Marching band uniforms
 - Student Show Shirts
 - Parent Show shirts
- Oversee inventory, care, and distribution of Concert band uniforms
- Oversee inventory, care, and distribution of Color Guard / Winter Guard uniforms
- Oversee inventory, care, and distribution of Winter Percussion uniforms
- Oversee proper storage of all Uniforms

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

- Review and Maintain Inventory of Band Assets
- Review and Maintain Inventory of booster supplies
 - Make purchases for supply needs
- Prepare all flyers for band events for distribution
- Perform other duties as may be assigned by the President
- Prepare an end-of-year report to assist the incoming Vice President

7.5 *Director of Volunteers* shall have the following duties:

- Coordinate the organization of, and volunteer recruitment for all events and activities including all non-fundraising events and activities for all groups involved in the band program
- Coordinate band support to include, but not be limited to, chaperones and itineraries
- Coordinate volunteer involvement for fellowships to include, but not be limited to, picnic, banquet, BBQs, and Future Lancer concerts
- With the Band Director(s) coordinate volunteer communication between members, students and community
- Maintain and distribute signups for all events as needed
- Designate and assist all volunteer committees
- Perform other duties as may be assigned by the President
- Prepare end-of-year report to assist the incoming Director of Volunteers

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

7.6 *Director of Fundraising* shall have the following duties:

- Coordinate and administer ALL fundraising projects
- Oversee fundraising opportunities, including supervision of funds obtained from applicable fees, gifts and contributions, grants, proceeds from fundraising activities, student participation contributions, and special projects
- Communicate with all fundraising vendors
- Designate and assist all fundraising committees
- Perform other duties as may be assigned by the President
- Prepare an end-of-year report to assist the incoming Director of Fundraising

7.7 *Treasurer* shall have the following duties:

- Maintain financial records and keep a full and accurate account of receipts and expenditures
- Receive receipts and deposit slips from bookkeeper
- Provide profit and loss statement for projects and fundraisers
- Present written financial reports (such as balance sheets, income statements and bank transactions) for all accounts and funds (operating and designated) at regular Board of Directors meetings
- Reconcile the check registry and bank statements
- Present written fund balance reports at the general membership meetings
- File and pay any and all associated federal, state and city and school district reports, taxes and licensing fees on a timely and current basis as required
- In cooperation with the Board of Directors, prepare and submit a proposed budget for the next school year

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

- Assist the President in presenting the annual budget for approval at the September general membership meeting.
- Make disbursements as authorized by the President and Board of Directors in accordance with the budget adopted by the LBB
- Perform other duties as may be assigned by the President
- Prepare an end-of-year report to assist the incoming Treasurer

7.8 *Secretary* shall have the following duties:

- Record and publish minutes for all Board of Directors and general membership meetings
- Publish summaries of for all Board of Directors and general membership meetings
- Keep a book of such minutes, including notes taken during the meeting as well as a copy of published minutes
- Process all incoming and outgoing correspondence (gmail)
- Assist the Band Director(s) in administering and filing applications for Honor Bands and Solo and Ensemble if needed
- Maintain and Coordinate a post office box as the legal address of the LBB
- Coordinate and write a monthly published newsletter
- With the webmaster, Band Director(s), or both, coordinate and maintain information on the LBB website
- Update and maintain LHS Band calendar with Band Director(s)
- Update and maintain the LBB Google Drive
- Maintain a roster of LBB and band students
- Collect, File, Shred paperwork as necessary
- Perform other duties as may be assigned to by the President
- Prepare an end-of-year report to assist the incoming Secretary

7.9 *Community and Corporate Outreach* shall have the following duties:

- Coordinate recruitment of incoming students and LBB
- Conduct an annual membership orientation
- Coordinate alumni booster group
- Designate and assist Corporate Sponsor Committee –
- Designate and assist Donation Committee –
- Designate and assist Regional Donation Committee –
 - Trophy Sponsors
- Perform other duties as may be assigned to by the President
- Prepare end-of-year report to assist the incoming Community and Corporate Outreach.

7.10 *Bookkeeper* shall have the following duties:

- The bookkeeper will work closely with and assist the Treasurer
- Collect money and prepare deposits
- Work with Director of Fundraisers and Fundraising Committees in collecting money and making deposits
- Manage rosters for band and fundraising events pertaining to monies
- Manage student accounts including use requests, deposits, and monthly statements
- Prepare cash box for fundraising and band events
- Perform other duties as may be assigned by the President
- Prepare end-of-year report to assist the incoming Bookkeeper

Article VIII – Committees

- 8.1 Committees shall be created as may be deemed necessary to promote the objectives and carry out the work of the LBB.
- 8.2 All committee chairpersons shall keep an accurate record in writing of expenses, parties contacted, methods of operation and other important information in a year-end or end-of-event report presented to the President to aid the incoming chairpersons for the following year.
- 8.3 Committees operate within parameters of budgetary restraints as specified by the LBB Board of Directors.

Article IX – Budget

- 9.1 The fiscal year shall be from January 1 to December 31
- 9.2 The annual budget will be approved by a majority vote of the Board of Directors
- 9.3 Authorization for expenditures of greater than \$300 not categorized in the budget must be approved by the Board of Directors.

Article X – Student Finances

- 10.1 It is the policy of the Liberty Band Boosters to support all team members even if the team member or his/her parents does not participate in fundraising activities. The support of a team member will not depend on the fundraising efforts of the team member or his/her parents. We will make this policy clearly known to our members.
- 10.2 Liberty Band Boosters will not participate in any fundraising programs where there is a direct benefit to the member who raises the funds. For example, we will not keep separate accounts or adopt a system

whereby the member or his/her parents receive credit or points for their fundraising participation that can then be used to offset the team member's expense.

Article XI – Articles of Incorporation

- 11.1 The LBB is permanently dedicated to aid the Liberty High School band program but is not intended to serve as a substitute for the legal financial obligations of the State of Colorado, the County of El Paso, or the Academy District 20 School Board.

Article XII – Parliamentary Authority

- 12.1 In the event a conflict or dispute arises regarding the governing of the LBB, and for which no provision is contained in Article XII-Articles of Incorporation, Bylaws, or other guidelines of the LBB, Robert's Rules of Order Newly Revised (RONR), 10th ed.) shall be consulted as the parliamentary authority for resolving said situation.

Article XIII – Amendments to Bylaws

- 13.1 Request for changes to the Bylaws may be brought to motion at any LBB general membership or LBB special meeting. All members will be given ten (10) days notice of the motion to amend. Bylaw amendments shall require a two-thirds (2/3) majority vote of the members present at the subsequent general membership or special meeting.
- 13.2 Automatic grammatical or correlation changes in these Bylaws or amendments thereto, which in no way alter the intent of the respective Bylaw, shall be subject to the approval of the President.
- 13.3 A Bylaw of the LBB may be suspended in case of an emergency by a two-thirds (2/3) vote of the Board of Directors present at any general

membership or special meeting. Any such suspension shall be valid for that meeting only.

Article XIV – Dissolution

- 14.1 Upon the dissolution of the 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. Any such assets not disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization of organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Liberty Band Boosters (LBB) Bylaws
Revised May 9, 2019

Certificate

I hereby certify that the foregoing Bylaws constitute the Bylaws of the Liberty Band Boosters (LBB), adopted and amended by the LBB members as of May, 9, 2019.

Signatures

Donny Baker
President, LBB

05/09/19
Date

Sandy Weber
Vice President, LBB

05/09/19
Date