

# Hebron Orchestra Booster Club

## Bylaws

### ARTICLE I: Name

The name of this organization is the Hebron Orchestra Booster Club, and is associated with Hebron High School in Carrollton, Texas.

### ARTICLE II: Articles of Organization

The articles of organization of this organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

### ARTICLE III: Purposes

Section 1. The purpose(s) of the Hebron Orchestra Booster Club(are):

**To provide support to the orchestra students and the orchestra director by managing organizational tasks.**

### ARTICLE IV: Basic Policies

The following are basic policies of the Hebron Orchestra Booster Club:

# Section 1. The organization shall be noncommercial, nonsectarian and nonpartisan.

# Section 2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose(s) of the organization.

# Section 3. The organization shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This organization shall not use any EIN (tax number) other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.

#Section 5. This organization shall secure a sales tax permit from the Texas Comptroller's office and shall display the permit in accordance with applicable law.

#Section 6. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

#Section 7. This organization shall prohibit voting by proxy.

Section 8. No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

#Section 9. Upon the dissolution of this organization:

- a. After paying or adequately providing for the debts and obligations of the organization, the organization shall yield up and surrender and all of its assets and property to LISD or to another local booster club.
- b. Shall cease and desist from the further use of any name that implies or connotes association with a Lewisville ISD school; and
- c. Carry out promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

#Section 10. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members.

Section 11. Only members who have paid dues for the current membership year (school year) may participate in the business of that association.

## **ARTICLE V: Members and Dues**

<sup>#</sup>Section 1. Membership in this organization shall be made available without regard to race, color, creed or national origin, nor in conflict with the provisions of the UIL.

Section 2. A person's paid membership dues allow membership in the organization from August 1st to July 31st.

Section 3. Upon payment of annual dues, a person shall have membership in the organization for one year.

Section 4. This organization shall sustain a yearly membership total of at least 4 to remain an active booster club on the Hebron campus.

## **ARTICLE VI: Officers and Their Election**

<sup>#</sup>Section 1. Each officer must be a member of this organization.

<sup>#</sup>Section 2. No officer with check signing authority shall be married to or related to another officer with check signing authority. No officer shall be a signer for any checks that are payable to himself or to any of his family members.

Section 3. Officers and their election <sup>2</sup>

a. The officers of this organization shall consist of a president, one vice president, a secretary, and a treasurer.

b. Officers shall be elected by ballot by the month of May. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.

c. An individual must be a member prior to taking office.

d. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.

e. No officer shall serve in the same office for more than two consecutive terms without the unanimous approval of booster club membership. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. Nominating Committee:

- # a. The sponsor shall not serve as a member of this committee, nor shall they appoint any member of the committee.

Section 5. Vacancies

a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.

b. In case a vacancy occurs in the office of president, the aide to the president shall serve notice to the executive board of the election.

# Section 6. Reason to remove:

By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

## **ARTICLE VII: Duties of Officers**

Section 1. The president shall:

- a. coordinates the work of the officers and committees of the association;
- b. confirms that a quorum is present before conducting any business at any meeting of the association;
- c. presides at all meetings of the association;
- d. appoints chairmen of special committees subject to approval of executive board;
- e. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks);
- f. call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- g. is a member ex-officio of all committees except the nominating and audit committees;
- h. Submit a copy of its bylaws and standing rules to the Hebron High School principal;
- i. Submit to the LISD accounting office and principal forms required by Lewisville ISD.

Section 2. Vice President(s)

First Vice President shall:

1. be the aide-to-the-president, and
2. preside in the absence of the president (in their designated order).
3. preside as Membership Chairman
4. preside as Scholarship Chairman

b. Second Vice President shall:

1. be Chairman of Ways and Means, and
2. preside in the absence of the president (in their designated order).
3. supervise organizing and carrying out of all fundraising activities

Third Vice President shall:

1. preside over Entertainment and Banquet Planning and coordination
2. preside as activities coordinator
3. preside in the absence of the president (in their designated order).

Section 3. The secretary shall:

- # a. record the minutes of all meetings of the association;
- #b. maintain a compilation of the organization's minutes;
- c. is responsible for correspondence;
- # d. have a current copy of the bylaws; and
- e. maintains a current membership list.

Section 4. The treasurer shall:

- # a. has custody of all the funds of the association;
- # b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;
- # c. makes disbursements in accordance with the budget adopted by the organization;
- # d. sign on bank accounts (two of three authorized signatures shall be required on all checks);
- # e. presents a financial report, both written and verbal, at every meeting of the unit and as requested by the executive board or the organization;
- # f. makes a full report at the annual meeting;
- # g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these bylaws; and
- # h. submits books to the audit committee as requested.

Section 6. All officers shall:

- a. attend all meetings of the association;
- b. perform the duties outlined in these bylaws and those assigned from time to time; and
- c. deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

## **ARTICLE VIII : Duties of Sponsor**

### **Section 1**

The sponsor shall not be a member or have voting privileges on the executive board. The sponsor shall serve in an advisory role and facilitate planning and communication with the membership.

## **ARTICLE IX: Meetings**

Section 1. This organization shall hold minimum of 4 meetings a year.

a. Regular meeting dates will be established by the executive board at the first meeting of the year. Time and dates will be announced to the membership at its first meeting of the year. Five days notice shall be given if change of date is needed.<sup>5</sup>

b. The regular meeting held in April shall be the election meeting.

c. The annual meeting in May shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, at least three days notice having been given.

Section 3. Four members shall constitute a quorum for the transaction of business in any meeting of this organization.<sup>6</sup>

## **ARTICLE X: Executive Board**

Section 1. The executive board shall consist of the officers of the association and the chairmen of standing committees.

<sup>5</sup> It is suggested that the membership be notified through regular publicity channels of the date and time of all organization meetings following the first meeting of the executive board at which time this schedule is determined.

<sup>6</sup> It is suggested that the quorum be set to reflect the number of members who could reasonably be expected at any business meeting. This should be a specific number (not percentage) of the total membership.

<sup>#</sup>Section 2. The sponsor of the organization shall not be a member nor have voting privileges on the executive board but shall attend board meetings.

<sup>#</sup>Section 3. A member shall not serve an officer or chairman of the organization's executive board while serving as a paid employee of, or having purchasing contracts with the organization.

Section 4. The duties of the executive board shall be to:

a. transact necessary business in the intervals between association meetings and such other business as may be

referred to it by the association;

- b. present a report at the regular meetings of the association;
- c. approve Plans of Work of all officers and committee chairmen;
- <sup>#</sup> d. appoint an audit committee consisting of not less than 2 members, who are not authorized signers, at least thirty (30) days before the annual meeting, to audit the treasurer's accounts;
- e. create standing and special committees;
- f. fill vacancies of officers and chairmen;
- <sup>#</sup> g. prepare and submit a budget for the year to the organization for adoption;
- h. approve routine bills within the limits of the budget; and
- <sup>#</sup> i. ensure that the organization, through its practices and policies, does not violate such rules and regulations that govern UIL.

#### Section 5. Meetings

a. Regular meetings of the executive board shall be held prior to each regular association meeting, the time to be fixed by the board at its first meeting of the year.

A majority of the executive board members shall constitute a quorum. <sup>7</sup>

c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, at least three (3) days notice being given.

## **ARTICLE XI: Standing and Special Committees**



Section 1. Only members of the association shall be eligible to serve in any elective position.

Section 2. The executive board may create such standing and special committees as it may deem necessary to carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.

<sup>7</sup> In calculating a quorum, filled board positions rather than positions available will be counted.

Section 3. The newly-elected president shall call a meeting of the incoming officers within thirty (30) days after the election for the purpose of approving standing committee chairmen and such other business as becomes necessary.<sup>8</sup>

<sup>#</sup>Section 4. No chairman shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 5. All standing committee chairmen shall:

- a. deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties; and
- b. present a Plan of Work to the executive board for approval. No committee work shall be undertaken without written approval from the executive board.

Section 6. The president shall be a member ex-officio of all committees except the nominating and audit committees.

Section 7. The quorum of any committee shall be a majority of its members.

## <sup>#</sup> **ARTICLE XII: Fiscal Year**

<sup>#</sup>Section 1. The fiscal year of this organization shall begin August 1 and end July 31.

<sup>#</sup>Section 2. An audit committee consisting of not less than two (2) members, who are not authorized signers, shall be appointed by the executive board at least thirty (30) days before the last meeting of the fiscal year.<sup>9</sup>

<sup>#</sup>Section 3. The audit committee report shall be adopted by the association.<sup>10</sup>

## <sup>#</sup> **ARTICLE XIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

## **ARTICLE XIV: Amendments**

### <sup>#</sup> Section 1.

a. These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or twenty (20) days prior to the meeting at which the amendment is voted upon. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty (20) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a majority vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

a. After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.

### <sup>#</sup> Section 2. This organization shall review and if necessary amend its bylaws at least every three (3) years.