

Bylaws of the  
Lake Belton Band Boosters  
Temple, Texas

Approved  
August 20, 2024

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**Bylaws of the Lake Belton Band Boosters**  
**Approved August 20, 2024**

**Article I: Name**

The name of the organization shall be the Lake Belton Band Boosters.

**Article II: Mission and Purpose**

The mission of the Lake Belton Band Boosters is:

- a. To support the Lake Belton High School Band and Color Guard programs, along with all Middle School band programs that lead to Lake Belton High School, and to engage in activities as decided by the members to achieve this goal.
- b. To create and implement programs that enhance the understanding, visibility, and appreciation of music through educational initiatives.
- c. To foster unity and collaboration among the Lake Belton Band Boosters and the school district employees, community members, public and private organizations promoting fellowship, mutual support, and fostering the growth of an innovative high-quality music education program.
- d. Provide financial and moral support to band members align with the University Interscholastic League (U.I.L.) and Belton Independent School District (BISD) guidelines for booster clubs and school events.
- e. To ensure the band program's efficiency and advancement in collaboration with band directors.
- f. Lake Belton Band Boosters is a Section 501(c)(3) tax-exempt organization, and as such, is organized exclusively for charitable, and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt.

**Article III: Membership Requirements**

Membership in the Lake Belton Band Boosters shall meet all of the following criteria:

- a. Be open to all parents and persons interested in supporting the mission as well as agree to abide by the Bylaws of the organization.
- b. Be open to adults with students currently enrolled in the Lake Belton High School, all Middle School band programs that lead to Lake Belton High School or Color Guard/Winter Guard.
- c. Be entitled to one vote per parent or guardian currently enrolled in a band class and/or Color/Winter Guard, with a maximum of two votes permitted irrespective of the number of students in the band, Color Guard, or Winter Guard.
- d. Not discriminate as defined in applicable laws and ordinances in its jurisdiction.
- e. There are no membership dues or fees to be a voting member of the Lake Belton Band Boosters.

**Article IV: Officers**

1. Executive Board

The Executive Board of the Lake Belton Band Boosters shall consist of the following:

- a. President

- b. Vice President-Director of Operations
- c. Vice President-Director of Functions
- d. Vice President-Director of Fund Development
- e. Secretary
- f. Treasurer
- g. Lake Belton High School Director of Bands (ex-officio)

## 2. Eligibility

All Officers, excluding the Lake Belton High School Director of Bands, will be required to have a student enrolled in the Lake Belton High School Band and/or Color Guard/Winter Guard both fall and spring semesters during their term which ends on June 30th (fiscal year-end).

## 3. Election

Officers shall be elected by a majority vote of those members present at the Regular April Meeting. They will assume their duties on July 1<sup>st</sup> (fiscal year-start).

## 4. Vacancies

- a. Officers wishing not to complete their terms of office should submit a letter of resignation to the Executive Board. The President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.
- b. Officers may be asked to resign due to dereliction of duty. Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the Lake Belton Band Boosters, the band directors, and/or BISD.
- c. The President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.

## 5. Terms of Office

An Officer term shall be one year beginning July 1 with a maximum tenure per Officer and Chairperson positions being two (2 years) consecutive terms.

## **Article V: Nominations**

The Governance Committee shall:

- a. Consist of an odd number of members with a minimum of three and a maximum of five members including the Lake Belton High School Director of Bands.
- b. Prepare a slate of one candidate for each Officer and present these nominations at the March meeting, followed by election at the April meeting.
- c. Accept additional nominations from the floor prior to the election.
- d. Remain functional for the remainder of the school year to aid in filling any vacancies that may arise during the year.

## **Article VI: Elections**

- a. Regular elections shall be by majority vote of members present at the time of the election at the April meeting.
- b. Voting by proxy will not be allowed.
- c. If no nomination is proposed by the Nominating Committee or from the floor, the President will nominate a candidate to be voted on by the membership present.
- d. The voting shall be by secret ballot unless there is only one candidate for the office, then a voice vote or show of hands may be used.

## **Article VII: Committees**

1. Committees
  - a. Committees may be created or dissolved as needed by a two-thirds majority of the Executive Board.
  - b. Committee decisions may be reached by consensus and official minutes need not be taken.
2. Chairperson
  - a. A Chairperson term shall be one year beginning July 1 with a maximum tenure per Chairperson position being two (2 years) consecutive terms.
3. Committees may include:
  - a. Middle School Liaison Committee
  - b. Communications Committee
  - c. Props Committee
  - d. Color Guard Liaison Committee
  - e. Hospitality Committee
  - f. Volunteer/Chaperones Committee
  - g. Uniform Committee
  - h. Fundraising Committee
  - i. Stampede Gear Committee
  - j. Sponsorship Committee
  - k. Governance Committee

## **Article VIII: Special Committees**

- a. Special Committees, shall be established as deemed necessary by the President and/or Executive Board.
- a. Maintain a committee notebook to include all pertinent information regarding their duties and will provide this notebook to the newly appointed Chairperson on July1.
- b. Perform other duties as may be prescribed in these Bylaws or those assigned by the President.

- c. Special Committees may comprise any number of voting and/or ex-officio members.

## **Article IX: Meetings**

### **1. Regular Meetings**

- a. Will be held every third Tuesday at Lake Belton High School during the following months: August, September, October, November, January, February, March, April, and May. Any changes to these scheduled meeting dates may be made by a vote of the Executive Board.
- b. Will be announced to the membership in advance.
- c. Will record attendance to include name of student, printed name of member, and signature of member.
- d. Will require a quorum of a minimum of ten members to include at least three (3) Executive Board members.
- b. No organizational business requiring a vote from the membership will be allowed by phone or email.

### **2. Executive Board Meetings**

- a. The Executive Board shall meet bi-monthly (every other month) beginning the June prior to their Term.
- b. The Executive Board may meet at any other times as deemed necessary throughout the year necessary to transact the business of the Lake Belton Band Boosters.
- c. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.
- d. Will require a quorum of two thirds (2/3) of the existing members.
- e. Will require two thirds (2/3) vote of the members present to pass.
- f. No Executive Board business requiring a vote will be allowed by phone. Email voting must meet quorum requirements and a two-thirds (2/3) vote requirement. Printed records of the vote must be made available at the next General Meeting. Emails by Executive Board members must "Reply to All" and must be maintained by the Secretary.

### **3. Special Meetings**

- a. Will be held to consider matters of a significant nature.
- b. Will be advertised to the membership with a minimum of 72 hour notice.
- c. Will require a quorum of a minimum of ten members to include at least three (3) Executive Board.
- b. Will require any votes taken to be passed by two thirds (2/3) of the members present.
- c. No organization business at Special Meetings requiring a vote can be done by phone or email.

## **Article X: Fiscal Policies**

### **1. Financial Controls**

- a. Any disbursement by check must have two of the following signatures, that are not BISD employees or related family members:
  - i. President
  - ii. Treasurer
  - iii. Vice – Presidents: Directors of Operations, Functions, and Fund Development
- b. The Executive Board is authorized to select such banks or depositories as it shall deem proper for the funds of the Lake Belton Band Boosters.

### **2. Carry-Over Balances**

- a. The Lake Belton Band Boosters should spend the funds in the year the funds were raised.
- b. There should be enough carryover money to provide new Officers sufficient funds to begin the year and fund activities until a fundraiser is held.
- c. Funds carried over in excess of these amounts should be designated for a specific purpose in the Treasurer's records (i.e., monies saved for a student trip or raised for equipment that will take years to raise.)

### **3. Legal Documents**

The President or in the President's absence the Vice President-Director of Operations will have authority to execute legal documents.

### **4. Fiscal Year**

The fiscal year of the Lake Belton Band Booster shall commence on July 1st of each calendar year and end on the succeeding June 30th.

### **5. Financial Aid Guidelines**

- a. The Lake Belton Band Boosters must benefit an entire group, not selected members of a group. Therefore, one student cannot receive a greater benefit than another unless the criteria for financial need in the BISD Financial Responsibilities is met.
- b. The Lake Belton Band Boosters may not raise funds for an individual or a single family. Donations to individuals in need must be arranged completely independent of BISD or the Lake Belton Band Boosters.

### **6. Reporting Requirements**

- a. Pursuant to the Texas Comptrollers' Office, submit one sales tax report per calendar year.
- b. Annually, submit a written report of actual revenues and expenses to the Principal, Chief Financial Officer, and membership by October 31<sup>st</sup> of each year. The Financial Report is not audited by BISD.



- c. The Lake Belton Band Boosters shall file an informational report not more than once every four years upon request by the Secretary of State.

7. IRS

Annually, the Lake Belton Band Boosters must file an exempt organization information return Form 990, Return of Organization Exempt from Income Tax. This is due by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the Fiscal Year.

8. Record Retention

The Lake Belton Band Boosters must establish and maintain a record file that is passed to the new Officers each year that follows the guidelines for Permanent and Non-Permanent records as set forth by the BISD Financial Responsibilities.

**Article XI: Audit**

- a. The Treasurer will coordinate the annual and any internal audits.
- b. The Executive Board will propose a slate of candidates to perform the audit. These candidates will be voted on by the voting members at a Regular or Special Meeting. Candidates and/or their immediate family members shall not have been in charge of any financial activities during the time period of the audit. Candidates for the audit should be active members who have attended a minimum of two Regular Meetings in the past 12 months. Candidates cannot be the Vice – Presidents: Directors of Operations, Functions, and Fund Development as they have signature authority.
- c. Include in their audit (at a minimum) verification that expenditures have been appropriated properly, identification of any expenditure over budgeted amounts, and verification of both disbursements and deposits for accuracy and appropriateness.
- d. Determine if the financial control and procedures are being followed appropriately.
- e. A report of the audit will be presented to the organization at the August Meeting and recorded into the minutes as well as provided to the Principal of Lake Belton High School per Belton ISD guidelines.

**Article XII: Robert's Rules of Order**

This organization shall be governed by the current edition of Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules or order the organization may adopt.

**Article XIII: Parliamentarian**

The Vice President – Director of Operations of the organization shall function as the Parliamentarian and ensure that Robert's Rules of Order are followed during any meeting to include Regular, Executive Board, and Special Meetings.

#### **Article XIV: Amendments**

- a. These Bylaws will be reviewed by the Governance Committee and reaffirmed every year per Belton ISD guidelines.
- b. These Bylaws may be amended by a two-thirds vote of the attending members at a regular meeting provided these amendments are presented to the membership 14 days prior to the meeting.
- c. Voting on Bylaws amendments may be held by secret ballot (through procedure) or attending members (through procedure) may move to vote on amendments individually or collectively.

#### **Article XV: Dissolution**

- a. A resolution to dissolve passed by a majority vote of the Executive Board may be presented by the Lake Belton High School Director of Bands to a meeting of the membership provided that a notice in writing be sent to each member at least two weeks prior to such meeting. A majority vote of those voting members present shall be required to approve the resolution.
- b. Upon dissolution of the organization, the Executive Board shall, after making provisions for the repayment of all liabilities of the organization, dispose of all noncash assets and transfer the net cash assets to the Lake Belton High School Band Activities Fund. However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.