



Lake Ridge Eagles Band Boosters By-Laws and Constitution

Revised April 9, 2024



Article I - Name

- A. The booster organization shall be known as the Lake Ridge Eagles Band Boosters or LREBB and is referenced herein as the Organization.

Article II - Principal Office

- A. The principal office of the Organization shall be maintained at Lake Ridge High School (LRHS), located in Mansfield, Texas. The Organization's mailing address is:

1301 E. Debbie Lane; Ste 102 #303
Mansfield, Texas 76063

Article III – Purpose

- A. The purpose of the Organization shall be to foster cooperation and involvement in the band program by maintaining clear and constant communication with parents, guardians, LRHS administration, schools within the Mansfield Independent School District (MISD) and the community at large. The organization will promote the entire band program of LRHS by assisting the Band Directors and school authorities in the development of an outstanding band program. The organization will work within the spirit of the LRHS Mission Statement to develop progressive integrity in the students of the band program. The LREBB is organized exclusively for charitable and educational purposes, as set forth in section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code. Furthermore, the activities must be consistent with the Guidelines and Procedures established by the MISD and the University Interscholastic League.



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Article IV - Membership

- A. Membership shall be open to all parents, guardians, and persons interested in supporting the purpose of the Organization. Members shall agree to abide by the bylaws of the Organization.
1. Voting Members: parents or guardians of current band students from LRHS.
Membership is also open to all parents or guardians of 8th grade band students that are slated for enrollment in the Lake Ridge High School Band, with membership beginning on May 1st of the students 8th grade year. A Voting Member in good standing, as defined in the Organization's standing rules, shall be entitled to one vote on each matter submitted to a vote of the Voting Members.
 2. Associate Members: this designation is open to all persons, not included in Article IV.A.1, with an interest in supporting the purpose of the Organization. Associate Members shall have no voting privileges on matters before the Organization nor serve on any committees.
 3. Honorary Members: these members shall consist of persons who have supplied fiscal contributions to the Organization. Honorary membership may be granted upon the recommendation of the elected Officers. Honorary Members shall have no voting privileges on any matter before the Organization nor serve on any committees.
- B. By accepting membership into the Organization, Members recognize the Organization is designed to serve in a supporting role to the LRHS Band Program and agree to respect and support the vision and decisions of the LRHS Director of Bands, as leader of the Program
- C. All Members of the Organization are expected to follow the same standards of conduct as MISD employees when chaperoning, sponsoring, or attending student activities, including rules in the LRHS campus handbook.
- D. Any Voting Member has the right to file a grievance regarding operations conducted by the Organization by making the complaint in writing and submitting it to the President. The President will attempt to settle the grievance among all parties involved. If the grievance cannot be settled, the elected Officers may appoint a grievance committee to make a recommendation on a final ruling.



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Article V - Officers and Elections

- A. The Officers of the Organization shall consist of the following elected positions:
1. President
 2. First Vice-President - Budget / Finance
 3. Second Vice President - Volunteers / Committees
 4. Secretary
 5. Treasurer
 6. Freshman Liaison
 7. President Ex-Officio
 8. Color Guard Liaison
 9. Assistant Treasurer
- B. The Officers shall be elected during the general meeting held each May and will assume duties on July 1 of the upcoming fiscal year.
1. A simple majority vote is required for election.
 2. Votes must be cast by a Voting Member present at the meeting; no proxy votes will be accepted.
- C. Officers shall be a parent or guardian of a student enrolled in an LRHS Band program or in one of the LRHS feeder schools if the student will participate in the LRHS Band during the upcoming fiscal year.
- D. Full-time MISD employees shall not serve in a financial capacity of the Organization. Financial capacity includes holding positions of Treasurer, fund-raising chairperson, or serving as a check signer.
- E. No two Members from the same household can simultaneously serve as Officers during the same fiscal year.
- F. Officers may be re-elected for no more than two (2) consecutive terms in the same position.
- G. In the event an elected office becomes vacant, replacement candidates shall be selected by the remaining Officers



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and elected during the next general meeting as prescribed in Article V.B.1-2.

- H. An elected officer may be removed from office upon a favorable recommendation from remaining Officers and a simple majority vote from all Voting Members present during the first monthly meeting following the announcement of the Officer's recommendation.

Article VI - Meetings

- A. Monthly meetings of the organization shall be held on the second Tuesday of each month.
1. At least ten (10) Voting Members shall be present to constitute a quorum.
 2. At least three (3) of the ten (10) Voting Members present shall be Officers.
 3. All meetings shall follow the Parliamentary Procedures, as outlined in Article XI.
- B. In addition to the scheduled monthly meetings, the Officers may conduct organizational communication via email.
1. In the event any electronic communication includes ten (10) or more Voting Members, the communication has convened into a walking quorum.
 2. Once a walking quorum is convened, the communication must be documented and forwarded to the Secretary for recordation.
 3. The recorded deliberation must be made available by the Secretary to any Voting Member upon request.
- C. In the event the President identifies a need to conduct a vote for approval of any business needs, the monthly meeting schedule may be amended by adding a specially called meeting that is properly posted in accordance with Article VII, Paragraph A.1.b

Article VII - Duties of Officers

A. President

It is highly recommended but not required that the President should be an individual who has previously been active in the Organization.

1. The major duties include, but are not limited to, the following:
 - a. Preside at all meetings of the Organization;



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- b. Communicate with the Director of Bands about the proposed budget;
- c. Present a proposed budget for the upcoming fiscal year during the May monthly meeting. The proposed budget must be approved by majority vote of all the Voting Members in attendance during the May monthly meeting.
- d. Communicate with the secretary to prepare the meeting agendas, and post the agenda. The Organization must post the agenda electronically at least twenty-four (24) hours prior to the meeting;
- e. Regularly meet with a designated LRHS campus representative, e.g., Director of Bands or Principal, regarding booster activities;
- f. Resolve problems in the membership;
- g. Ensure compliance of the bylaws and standing rules;
- h. Once authorized by the Organization, may enter into contracts or execute and deliver any instrument in the name of and on behalf of the Organization.
- i. Regularly meet with the Treasurer to review the Organization's financial position;
- j. Identify the need for ad hoc committees and provide a charge to the Second Vice-President to oversee each committee; and
- k. Assist the Director of Bands, when requested; and
- l. Serve as an advisor to succeeding Presidents of the Organization.

B. First Vice-President - Budget / Finance

1. The First Vice-President acts as the President's representative in his/her absence. The Member holding this position should be familiar with the Organization's activities.
2. The major duties include, but are not limited to, the following:
 - a. Oversee all fund raising committees;
 - b. Assist the President, as requested; and
 - c. Present a proposed budget for the upcoming fiscal year during the May monthly meeting. The proposed budget must be approved by majority vote of all the Voting Members in attendance during the May monthly meeting.

C. Second Vice President – Volunteers / Committees

1. The Vice-President acts as the President's representative in his/her absence. The Member holding this position should be familiar with the Organization's activities.
2. The major duties include, but are not limited to, the following:
 - Solicit volunteers as needed in the operation of the Organization;



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- Work with the President to identify when and which committees are necessary to carry out the needs of the Organization;
- Solicit a Voting Member to serve as Chair;
- Oversee the work performed by each committee; and
- Record participation of all volunteers.

D. Secretary

1. The secretary is responsible for keeping accurate records of the proceedings of the Organization and for reporting to the Members. The Secretary takes minutes for each monthly meeting, ensures the accuracy of the minutes by presenting the prior meeting minutes to the Organization for approval, and has thorough knowledge of the Organization's bylaws and standing rules.
2. The major duties include, but are not limited to, the following:
 - Communicate with the President to prepare meeting agendas;
 - Share records with the incoming Officers within 30 days of election—all records should be kept for a period of 10 years for audit purposes;
 - Turn over prior year records to the incoming Secretary at the start of the new fiscal year;
 - Maintain the records of the minutes, approved bylaws and any standing committee rules;
 - Conduct and report on all correspondence on behalf of the organization; and
 - Perform a weekly check of the mailbox or location where the Organization's mail or deliveries are received.
3. In the absence of the Vice-President, the Secretary shall assume the duties of the Vice-President.

E. Treasurer

1. The Treasurer is the authorized custodian of the Organization's funds. The Treasurer receives and disburses all monies indicated in the budget and prescribed in these bylaws or as authorized by action of the Organization. All persons authorized to handle funds should be covered by a fidelity bond in an amount based upon the Organization's annual income and determined by the Officers.
2. The major duties include, but are not limited to, the following:
 - Maintain accurate and permanent records in accordance with MISD Guidelines and procedures;
 - Records should be kept for a period of ten (10) years for audit purposes;
 - Issue a receipt for all monies received and deposit said amounts;
 - Present a current financial report including bank statements, bank reconciliations, statements to the Organization at each monthly membership meeting. Copies should be



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- available for review by Voting Members;
- File current financial reports at the end of each fiscal year with the MISD business office;
 - Support the Assistant Treasurer in Reconciling all bank statements as received and resolve any discrepancies with the bank immediately;
 - File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office;
 - Meet with and support the organization's designated CPA or Financial Service Provider in order to File annual IRS form 990, 990-T, 990-N or 990-EZ in a timely manner;
 - Meet with and support the organization's designated CPA or Financial Service Provider in order to Provide IRS Form 1099 MISC, to those individuals, businesses, etc. who are paid \$600.00 or more in a calendar year upon receiving a completed W9, in accordance with IRS guidelines;
 - Follow the budgeting guidelines established in Article XII;
 - Deliver financial records to the Audit Committee within ten (10) days of the end of the organization's fiscal year; and
 - Work with the Audit Committee at the end of the fiscal year to identify any discrepancies in the records.
3. Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the Treasurer have an accounting or business background.

F. Freshman Liaison

G. President Ex-Officio

H. Color Guard Liaison

1. Act as color guard/ winter guard liaison within the Booster group. The liaison should be knowledgeable about current guard activities and should attend the monthly meetings to provide input on contest/ performance support requirement. In addition, as liaison, the Guard Liaison will coordinate meals and refreshments during Winter Guard season and any other activities that require Color Guard participation as needed.
2. Assist all Vice-Presidents as needed and provide oversight on Booster projects



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I. Assistant Treasurer

1. The Assistant Treasurer shall not be designated as a signer on the financial accounts, but shall be provided online access to banking information to help facilitate communications between the Treasurer and other Officers.
2. The Assistant Treasurer shall Create and Maintain Invoices and Payment Records for Band/Winterguard Registration Fees and provide statements to families.
3. The Assistant Treasurer shall provide a detailed delinquent record of Registration/Uniform fees each month to the Band Directors.
4. The Assistant Treasurer shall assist the Treasurer with financial responsibilities associated with major events involving tickets and/or concessions sales.
5. In the event the Treasurer cannot fulfill his/her duties the Assistant Treasurer shall act as an interim Treasurer until one can be elected.
6. The Assistant Treasurer shall prepare the bank reconciliation monthly.
7. The Assistant Treasurer is intended to have the financial recording, reporting, and reconciliation responsibilities as a separation from the Treasure who is intended to have physical custody of assets of the organization (i.e. deposits and checkbook). The Treasurer is intended to complete deposits and then submit the deposit slip and supporting documentation to the Assistant Treasurer for record keeping.
8. Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the Assistant Treasurer have an accounting or business background.

Article VIII - Chairpersons and Committees

- A. An Audit Committee, composed of three (3)Voting Members shall be elected during the May meeting for the current fiscal year. Members currently serving the Organization as check signatories are not eligible for election to the Audit Committee.
1. The committee may select up to two (2) Voting Members to serve as alternates.



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2. The committee shall work in conjunction with the Treasurer to conduct a review of the Organization's fiscal books and records and the related financial activity for the current fiscal year.
 3. The committee shall prepare a written Audit Report of their findings. The report must communicate the results of the audit and shall be presented to the Organization during the August monthly meeting.
 4. Any discrepancies noted should be brought to the attention of the First Vice-President and a resolution reached prior to presentation.
 5. Copies of the final audit report should be submitted to the MISD business office by September 15 of each year in conjunction with the financial information requirements for GASB 39.
- B. During the February general meeting, a nominating committee shall be elected. Current Officers are not eligible to serve on the Nominating Committee.
1. The committee shall recommend various Voting Members for office in the upcoming fiscal year.
 2. The committee shall solicit recommendations for the Officer positions within the Organization and then contact the potential candidate(s) directly to ascertain their willingness and desire to serve.
 3. The committee shall contain an odd number of Voting Members, not less than three (3).
 4. Up to two (2) alternates may also be elected.
- C. In addition to the Audit Committee and Nominating Committee, additional Ad Hoc committees may be formed on an as needed basis by the President.
1. The President shall identify the need for a committee and work with the Second Vice-President to devise the role and scope of each committee.
 2. The Second Vice-President shall solicit a Voting Member to serve as Chair.

Article IX - Fiscal Year



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- A. The Organization's fiscal year begins on the first (1st) day of July and ends on the thirtieth (30th) day of June.

Article X - Insurance and Property

- A. The Organization shall maintain liability insurance as required by MISD.
- B. Personal property purchased by the Organization, which is placed in, on, or around the school, must be designated by the Officers as either the property of the Organization or LRHS. If the item is the property of the Organization, it becomes part of the Organization's physical assets and the Organization is liable for its maintenance and use. If not specifically identified as property of the Organization, it will be considered as a gift to LRHS or MISD.
- C. The Organization shall maintain insurance on physical assets as required by LRHS, MISD, or applicable law.

Article XI – Parliamentary Procedures

- A. A Parliamentarian may be appointed by the elected Officers.
1. If appointed, the primary duty of the Parliamentarian is to advise the President, or other presiding Officer in the President's absence, on parliamentary law and matters of procedure, when requested.
 2. The President, or other presiding Officer, has the sole power to make decisions or rule on a point of order. Thus, after the Parliamentarian has given his/her advice, the President, or other presiding Officer, will make the ruling to the organization.
 3. Additional duties of the Parliamentarian shall include, but are not limited to, the following:
 - Maintain order and control the continuity of meetings;
 - Time speakers, as needed, to ensure adherence to the posted agenda; and
 - Be versed in the Organization's bylaws, standing rules and Robert's Rules of Order Newly Revised.
- B. In the event the Organization or President seeks an opportunity to vary from a specific bylaw or rule of order, a motion could be made to suspend the rule, upon favorable vote by a majority of the Voting Members in attendance during the same meeting for which the suspended rule is



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requested. The variance will not continue past the item or meeting for which the rule suspension was approved.

- C. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable whenever the rule is not inconsistent with these bylaws or other special rules, e.g., Standing Rules. In such cases of inconsistency, these bylaws or special rules shall supersede to the extent of any such conflict or inconsistency.

Article XII – Budgeting and Money Management

- A. Annual budgets must be formulated and presented by the President during the May Monthly Meeting. The budget must be approved by the Organization upon a majority vote by all Voting Members present during the May monthly meeting. The annual budget must be prepared in such a manner to include the following details:
1. Set forth the anticipated fundraising project(s);
 2. Anticipated donation, registration fees, and other proceeds;
 3. Identify the Organization's expenditures;
 4. Describe the purpose of the funds; and
 5. The revenue must be greater than or equal to the expenditures for the budget to be considered complete.
- B. The Organization shall maintain one or more bank accounts with the Organization's EIN number. The accounts shall have three (3) authorized signatures: Treasurer, and two (2) other officers. It is suggested, but not required that these two other signers be the President and a Vice-President.
- C. Two (2) authorized persons shall sign all checks.
1. An authorized person cannot sign a check issued to them.
 2. The Director of Bands shall not have check signature authority.
- D. Checks must never be signed with a blank payee or made out to "Cash" on the 'Pay to the Order of' line.
- E. All expenditures are to be made by check, credit card, debit card, Zelle, Electronic Funds Transfer (EFT/ACH), or Bank Withdrawal never cash. Expenditures shall never be made with cash. Any purchase by the above payment



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methods shall be pre-approved in writing by at least two of the authorized account signers in paragraph B above. The record of pre-approval shall be attached to the permanent treasurer record associated with that expenditure. This is the same principle as requiring two signatures on checks. Any debit/credit/Zelle purchase or Electronic Funds Transfer or Bank Withdrawal over \$500 must be pre-approved by an additional executive board member via email in writing for inclusion in the Treasurer records for that expenditure. The Organization must NEVER have more than two debit cards and one credit card issued in the Organizations name at a time. Debit cards will be directly linked to the Booster Bank Account. Each debit and/or credit cards (if any) are issued by the bank to one of the authorized account signers in paragraph B above. It is suggested, but not required, that debit cards (if any) are assigned to the Treasurer and either the President or a Vice-President. It is suggested, but not required, that the credit card (if any) is assigned to the Treasurer. At the May or June Booster meeting a vote shall be taken and the minutes shall clearly record the updated list of authorized account signers (who is being added and who is being removed) as well as specifically which officers are authorized to be issued debit and/or credit cards (who will be issued new cards, and whose cards will be cancelled). Debit/Credit Cards that have been issued to officers must be canceled immediately at the beginning of the fiscal year for which they are no longer an authorized card holder. Debit cards (if any) shall only be used for the following:

1. Meals – Student/ Adult Volunteers/ Director of Bands and Staff meals for Games, competitions, and other events as requested by the Director of Bands.
2. Event Support – Supplies for events including but not limited to: Marching Competitions, Concession Stands, Banquets, student recognition events, and other events requested by the Director of Bands.
3. Ad-Hoc – After school band activities, social events, and other events as requested by the Director of Bands.
4. Online payments where payment by check is not possible (Examples include online purchase for urgent Props/Uniform items or monthly/annual administrative fees/subscriptions such as square services or storage unit). The Credit Card (if any) shall only be used for travel-related emergencies associated with multi-day band trips (for example: to react to a flight cancellation). Zelle Payments (if any) shall only be authorized from the primary checking account and only for monthly payments to Master Class teachers. Bank Withdrawals shall only be authorized for events requiring cash boxes.



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- F. All requests for disbursement must be made from established or pending budget line items. A pending budget line item is one that the Treasurer and another officer (preferably the President) have agreed prior to disbursement in writing to propose for vote at the next booster meeting. This can be a new line item or a change to a line item amount. If a request exceeds the budget or is for an item not previously included in the budget process, a vote must be taken for incorporation of a pending budget line item within 1 month of the expenditure.
- G. Where the organization is not billed directly, there must be a completed check request documenting expenditure amount and type submitted with receipts to receive reimbursement within thirty (30) days of the expense unless prior authorization by the elected Officers.
- H. All collected monies shall be deposited on the same day (within 24 hours) of receipt utilizing the Bank night drop if necessary. At no time shall collected funds be maintained at a member's home. The officers should provision options for a lockbox or safe to mitigate scenarios where insufficient paperwork, number of counters, number and size of sealable cash bags, or other issues may prevent the utilization of the Bank's night drop. Cash shall be adequately safeguarded at all times. Cash transfers shall be handled the same as a check or EFT with authorization of two officers or designated representative required. Officers who have physical custody of assets of the organization (i.e. deposits and checkbook) should not also have recording, reporting, and reconciliation responsibilities. In other words, if the Treasurer is physically making cash deposits or cash withdrawals, there must be an Assistant Treasurer or other person maintaining and reconciling the financial books/records monthly.
- I. Two (2) Voting Members should always count the money, and both Voting Members should sign the receipt verifying the amount. The Treasurer shall sign a deposit form confirming the money count, which is kept as part of the Treasurer's annual records.
- J. Bank statements should be mailed or emailed to the address maintained by the Organization so that they can be reviewed by a Voting Member who does not have check signing authority. Said Voting Member shall review the bank statement monthly looking for red flags including: checks showing up in non-sequential order, checks made out to cash, cash withdrawals, checks written out to non-approved vendors, checks written for non-approved expenses, and



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checks written out to individuals.

- K. Expenses not approved in the annual budget or significant modifications of the approved budget must be approved by simple majority vote by the Voting Members of the Organization.
- L. The President and Treasurer are responsible for ensuring budgeting adheres to MISD Booster Club Guidelines.

Article XIII – Dissolution of 501(c)(3) Organization

- A. The Organization may be dissolved by resolution if approved by a majority of the Voting Members during a meeting where the question of such a dissolution is submitted.
- B. At least thirty (30) days prior to the meeting, written, printed or electronic notice must be given to each Voting Member stating that the purpose of such meeting is to consider the advisability of dissolving the Organization.
- C. Upon dissolution of the Organization, all assets shall be distributed to the MISD, specifically the Lake Ridge Band activity fund, provided it is exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, at the time of dissolution. If the MISD is not exempt at the time of dissolution, the assets will be distributed to one or more organizations exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

Article XIV - Amendments

- A. These bylaws may be amended by a two-thirds (2/3) majority vote of the Voting Members present at a monthly meeting.
- B. Proposed bylaw amendments must be presented to the Organization during a monthly meeting and subsequently posted for thirty (30) days in the LRHS Band Hall. In addition to the physical posting in the LRHS Band Hall, the Organization is encouraged to also post the proposed bylaw amendments on the Organization's website within a reasonable timeframe after the meeting.
- C. The posted notice for any bylaw amendment shall include:



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1. The proposed amendments, precisely worded;
 2. The current bylaw; and
 3. The bylaw as it will read if the amendment is adopted.
- D. Within the thirty (30) day posting, the President shall place the bylaw amendment on the upcoming monthly meeting agenda.
- E. During the meeting to vote on the bylaw amendments, any Voting Member may submit a main motion to amend the specific bylaw by one of three (3) methods:
1. Strike out words, sentences, or paragraphs;
 2. Insert words, sentences, or paragraphs; or
 3. Strike out and insert (or substitute) words, sentences, or paragraphs.