

Lake Howell High School Band Booster Association, Inc.
Bylaws
Amended Feb 22, 2023

Article I
Mission

- 1.1 The Lake Howell High School Band Booster Association (LHBBA) shall perform those activities necessary to manage and support a successful band program. The band shall include the musicians and auxiliary units.
- 1.2 The activities shall include management, fundraising, support and such other activities as deemed necessary.
- 1.3 Develop band members individually and as a group to their maximum potential.
- 1.4 Abide by all rules and regulations applicable to non-profit corporations.

Article II
General

- 2.1 LHBBA is organized and exists as a Not for Profit corporation as specified in Ch. 617 of the Florida Statutes and as a non-profit organization as specified in Section (501)(c)(3) of the IRS tax code.
- 2.2 Robert's Rules of Order Revised shall be the parliamentary authority for all matters of procedure except as modified by these Bylaws.
- 2.3 Any question as to the meaning or proper interpretation of any of the provisions of these Bylaws shall be determined by a majority vote of the Board of Directors.
- 2.4 These Bylaws may be amended or repealed by a two-thirds vote of the members present at a general meeting.
- 2.5 Amendments to these Bylaws shall be submitted to the Board of Directors 7 days prior to a general meeting and voted on at the next scheduled general meeting.
- 2.6 In the event of the dissolution of the LHBBA all unallocated cash funds and assets shall be transferred to Lake Howell High School for the exclusive use of the Band Department.

Article III
Membership

- 3.1 Members shall consist of the parents and/or legal guardians of the students participating in the Lake Howell High School Band and auxiliary units.
- 3.2 A membership shall carry no property rights.
- 3.3 The Board of Directors may take action against any member found in violation of these Bylaws. Actions may include, but are not limited to, removal from elected office, withdrawal of appointment, and/or revocation of membership in the Association.

Article IV
Board of Directors

- 4.1 The Board of Directors shall compose the governing body of the corporation and shall manage the business affairs of the corporation. The Board shall have full and complete access to all records, programs, data and information pertaining to LHBBA.

- 4.2 The Board of Directors shall be comprised of the President, Vice President of Operations, Vice President of Ways & Means, Treasurer, Secretary, Visual Coordinator and the Marketing Coordinator.
- 4.3 The Board of Directors shall be elected at the Annual General Membership meeting. Election shall be by show of hands or written ballots as determined by the Board of Directors. There shall be no voting by proxy. All Directors must be a member of the association and shall either have their student account paid in full by the due date or have made payment arrangements that have been approved by the Board. No member may hold more than one position.
- 4.4 A Nominating Committee will make nominations for election to the Board of Directors. Nominations may be made from the floor at the Annual General Membership meeting (AGM). The Nominating Committee shall consist of five members – The President, Band Director, and three members appointed by the Board of Directors at the February General Membership meeting. The President shall serve as a Chairperson Pro-tem and call the first meeting. The Committee will then elect a chairperson. Nominations for directors shall be solicited from the general membership. The Nominating Committee shall contact potential nominees for their willingness to serve in the office for which they are nominated. The Nominating Committee shall present the slate of recommended officers at the April Board meeting and at the subsequent Annual General Membership meeting.
- 4.5 The term of each Director shall be from May 1 until April 30th. The Treasurer shall retain responsibility for the financial records from his/her tenure until they are audited and placed in storage. Each director shall serve until the expiration of his/her term or until the Director's death, resignation or removal. Exiting Directors will train new Directors from May 1st through the end of the current school year.
- 4.6 Each director shall have one vote except the President. In the event of a tie the President may vote to break the tie. The board may vote by email. The reply shall contain the statement for which the vote is being cast and shall be sent to the entire board.
- 4.7 The Band Director shall be informed of all actions that authorize expenditure of funds.
- 4.8 The Board of Directors shall provide an annual report to the members to include a financial report, status of programs and activities, future plans and other items as may be appropriate.
- 4.9 Directors shall uphold the Bylaws of the Lake Howell High School Band Booster Association and conduct themselves in a manner consistent with the position held.
- 4.10 Any Director that misses three or more consecutive meetings may be subject to removal from the Board.
- 4.11 A Director may be removed from office for just cause by a two-thirds vote of the members present at a General Membership Meeting following the General Membership Meeting at which a recorded motion with cause(s) is made and passed.
- 4.12 In the event that a Director's position becomes vacant, the President shall assume all responsibilities involved in that position until the position has been filled.
- 4.13 Vacant board positions may be filled through Board appointment until an election can be held at the next General Membership meeting. General members shall be notified when a board position becomes vacant. If the vacancy occurs less than seven days before the scheduled General Membership meeting, the election shall be held at a special meeting.
- 4.14 A Bylaw review committee of at least two persons shall be appointed by the President every odd-numbered year. The committee shall review and recommend any changes in the Bylaws to the board.

Article V Offices and Duties

- 5.1 The Board of Directors shall be the officers of the Corporation. No person shall serve more than two consecutive terms in any elected officer position. This provision may be waived by a majority vote of the members present at a regularly scheduled General Meeting.
- 5.2 The Board of Directors shall have and exercise the following powers and duties.
- 5.2.1 **President** The President shall preside at association meetings and official band events and shall generally do and perform all acts incident to the office of President and/or that are authorized or required by law. He/she shall be responsible for overseeing all standing and special committees. The President may sign with the Secretary or with any board member authorized by the Board any contract or other written instrument that the Board has authorized to be executed, except when signing and execution thereof shall be expressly delegated by the Board to some other officer or agent of the corporation or shall be required by law to be otherwise signed or executed. The President shall be an ex-officio member of all Board committees.
- 5.2.2 **Vice President of Operations** The Vice President of Operations shall oversee the following committees: Transportation, Uniforms, Chaperones, Hospitality, Loading Crew, First Aid, Registration and Band Camp Coordinator. The Vice President of Operations shall be an ex-officio member of all committees and shall assist any Board or Committee Chair as needed. The Vice President of Operations shall assume the duties of the President when the President is unable or unwilling fulfill his/her obligations. In the event of resignation or removal of the President from office the Vice President of Operations shall assume the role until an election can be held by the general membership.
- 5.2.3 **Vice President of Ways and Means** The Vice President of Ways and Means shall serve as Chairperson of the Fundraising Committee and obtain approval from the school administration for all in-school activities and fundraisers that involve students and/or parents. He/she shall oversee the Concessions and Ways and Means committees and be an ex-officio member of those committees. The Vice President of Ways and Means shall assume the duties of the President when the Vice President of Operations is unable or unwilling to assume the duties and the President is unable or unwilling fulfill his/her obligations.
- 5.2.4 **Secretary** The Secretary shall record and keep a book of Minutes of all meetings of the Directors and Members, with the time and place of meeting, whether regular or special, and if special, how authorized; the notice thereof given; the names of those present at the Director's meetings; the number of members present at member's meetings; and the proceedings thereof. The Secretary shall give notice of all meetings of the members and the Board of Directors. The Secretary shall be responsible for coordinating the electronic publication of an annual newsletter published prior to band camp. The Secretary shall maintain the records for the association. This shall include meeting minutes, corporate resolutions and the bylaws. The Secretary shall be responsible for ensuring that all student forms are collected.
- 5.2.5 **Treasurer** The Treasurer shall keep and maintain complete and accurate records of the financial transactions of LHBBA including income, disbursements, capital and liabilities. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of Lake Howell High School Band Booster Association at depositories authorized by the Board. The Treasurer shall render to the Board an accounting of all financial transactions and the financial condition of LHBBA. The Treasurer shall review total expenditures to assess status versus the budget. The Treasurer shall assist the Band Director in preparation of the Annual Budget. The Treasurer shall oversee the following Committees: Assistant Treasurer.
- 5.2.6 **Visual Coordinator** The Visual Coordinator shall be a parent of an auxiliary member and

represent the interests of the auxiliary units to the Board of Directors and the General Membership. The Visual Coordinator shall be responsible for communication with parents and students involved in the auxiliary programs. The Visual Coordinator will oversee and coordinate volunteers to facilitate the visual aspects of the band program. This may include the sewing of the flags, uniform accessories, prop painting, etc. The Visual Coordinator will assume the duties of the Chaperone Chair during the Winter Guard season in regards to obtaining volunteers to chaperone, transport equipment or other activity that requires volunteers. The Visual Coordinator will assist and oversee the following committee: Assistant Visual Coordinator.

- 5.2.7 **Marketing Director** The Marketing Coordinator shall oversee all activities that promote the name of the band in the community. He/she shall solicit donations from potential and current sponsors to support the band. The Marketing Coordinator will assist and oversee the following committees: Silent Auction, Corporate Sponsors, Webmaster, Videographer, and Photographer.

Article VI Financial

- 6.1 The budget for the band shall be submitted for approval at the June General Membership meeting. Budgets for independent auxiliary units shall be submitted to the Board for approval no later than the board meeting prior to program initiation. Budget(s) shall be updated at the end of their program(s) to reflect actual expenditures.
- 6.2 Any Director may spend up to \$100.00 on an emergency basis for non-budgeted items. The Board shall be notified regarding any purchases or expenses not budgeted by the next board meeting. Any expenditure greater than \$100.00 for items not budgeted shall require prior board approval. Directors shall be individually responsible to ensure that purchases that they make are in accordance with the budget.
- 6.3 LHBBA shall not be responsible for any goods or services without prior board approval even though the goods and services are required or might be desirable.
- 6.4 All Directors shall be authorized to sign checks for LHBBA. Two signatures are required on all checks. A one-week notice shall be given for routine checks. Blank checks shall not be signed. The President, Vice President of Operations, Vice President of Ways/Means and the Treasurer shall be authorized to have debit cards. The holders of debit cards shall provide an itemized list each month showing the items purchased, store and cost.
- 6.5 All invoices for payments and receipts for reimbursement shall be submitted to the Treasurer and shall be signed by the person responsible for the purchase.
- 6.6 The Treasurer shall provide the monthly bank statement, status versus the budget and list of all debit purchases to the Board.
- 6.7 The Band Director shall have access to the bank account records.
- 6.8 The Treasurer shall inform the Board of any expenditure that appears to be questionable. The person incurring the expense shall be responsible to provide any requested documentation.
- 6.9 The fiscal year of the corporation shall run from June 1 until May 31. The Treasurer or any individual appointed by Board of Directors shall file the necessary tax forms. A copy of the forms shall be retained for the Corporation's records and shall be made available upon request.
- 6.10 The Treasurer shall file the Annual Report with the State of Florida after the March election meeting and prior to May 1st.
- 6.11 All budget, books and records of LHBBA may be inspected for any proper purpose. Reasonable notice shall be given to the Board of Directors prior to the review.
- 6.12 Returned checks are subject to any incurred bank fees plus the amount of the check. The first returned check may be repaid with a check. A second returned check must be repaid with cash

or money order as well as any future payments for the remainder of the student's participation in the Lake Howell High School Band Program.

- 6.13 The Treasurer shall provide all financial records for retention. The records shall be kept in the band department locked storage room at Lake Howell High School for a period of seven years. The Treasurer shall securely dispose of any financial records older than seven years.
- 6.14 The Treasurer shall audit or obtain a professional accountant or bookkeeper to audit the financial records at the close of the fiscal year.

Article VII Meetings

- 7.1 The Annual General Membership meeting (AGM) of this corporation shall be held in March each year at such time and place as the Board of Directors shall determine.
- 7.2 The Annual General Membership meeting shall be for the purpose of electing the Board of Directors and any other officers, presentation of committee reports including the Treasurer's report, and transacting other necessary business. The upcoming year's budget shall be presented at the June General Membership Meeting.
- 7.3 The members present at any General Membership Meeting shall constitute a quorum for the transaction of business.
- 7.4 Board Meetings shall consist of the Board of Directors. These meetings will be held on an as needed basis with at least two days notice; time, place and purpose to be determined by the presiding officer. A majority of the Board members present constitutes a quorum.
- 7.5 General Membership Meetings (GMM) shall consist of the Board of Directors, committee Chairpersons and members and shall meet monthly or as deemed necessary by the Board of Directors. The date, time and location of these meetings will be announced at the June General Membership Meeting and will be recorded on the Band calendar for the upcoming year. Changes shall be announced as early as possible. The purpose of the GMM is to facilitate the business of the LHBBA and to inform the membership as to the plans and activities of the band.

Article VIII Committees

- 8.1 Standing committees are those that function year-round or have a significant impact upon the operation of LHBBA. The Board of Directors may establish special committees for a specific purpose.
- 8.2 Committees shall consist of members and are not limited in number. The Board of Directors shall appoint a Chairperson for each committee. Terms for the Chairpersons end at the end of the school year.
- 8.3 The Chairperson shall conduct meetings on an as needed basis. He/she shall submit a report at the General Membership Meetings. Committees must have approval by the Board of Directors prior to use of the LHBBA name and prior to any financial obligations. Expenses shall be submitted to the Treasurer for review and payment. Chairpersons may resign by giving written notice to the Board of Directors.
- 8.4 Each Committee Chairperson shall document their duties and activities performed throughout the year and pass it on to their successor. The Committee Chairperson is responsible to document the dividend hours pertaining to their activity. Chairpersons shall receive no compensation for their services.
- 8.5 Members representing LHBBA at any function are requested to dress appropriately. Members are encouraged to wear a Band shirt or Lake Howell High School colors.

8.6 Committee Chairpersons or their designated representative must count and document all monies collected at any of their functions and have that total verified by another LHBBA member other than the Treasurer prior to leaving. The chairperson or their designated representative is then responsible for handing the money and the verification sheet to the Treasurer. This applies to fundraising, concessions and spirit committees as well as any committee collecting money at an event.

8.7 **Committee Descriptions**

8.7.1 **Vice President of Operations Subcommittees**

8.7.1.1 **Transportation**

The Transportation Chairperson shall be responsible for the transportation of musical instruments and equipment to and from all band events – practices, games, competitions, etc. Instruments include, but are not limited to any instrument the student cannot carry or fit on the bus. Equipment includes, but is not limited to, podiums, water coolers, instrument blankets and rain sheets for instruments, speakers and tripods. Transportation Chairperson shall coordinate with the Vice President of Operations to ensure the equipment needs of the band are met. Transportation Chairperson and the Vice President of Operations shall communicate with the Chaperone, student loading crew and Uniform Chairpersons to coordinate these student needs. The Transportation Chairperson shall request help from the general membership to assist in these duties. The Transportation Chair shall appoint one of the event drivers to oversee the student loading crew during the trailer loading process. The driver shall be responsible to ensure that the contents of the trailer are properly secured before departing. The Transportation Chairperson shall be responsible to oversee the trailers and ensure that all routine maintenance is performed as well as obtaining signed Insurance Waiver from each volunteer and ensure that proper insurance documentation is on file.

8.7.1.2 **Uniforms**

The Uniform Chairperson shall be responsible for fitting, issuing, maintaining, repairing, and keeping an accurate inventory and assignment of all uniforms (marching and concert). The Uniform Chairperson shall coordinate with the Vice President of Operations and the Band Director for uniform planning. The Uniform Chairperson shall be responsible for measuring and forwarding an order to the Vice President of Operations for any additional uniforms, accessories, and supplies as needed. The Uniform Chairperson shall be responsible for getting Plumes on and off the field and distributed before performances. The Uniform Chairperson shall be notified by the Band Director if Plumes are not to be used. The Uniform Chairperson shall be responsible to ensure that the uniforms are cleaned at least every third event. If the uniforms get wet, they shall be washed immediately. The Uniform Chairperson shall communicate with student loading crew, Transportation Chairpersons, and Vice President of Operations.

8.7.1.3 **Chaperones**

The Chaperone Chairperson shall be responsible for obtaining and coordinating the required chaperones for all band events including, but not limited to, performances, competitions, travel and school trips. The Chaperone Chairperson shall be responsible for chaperone orientation prior to band camp. Orientation shall cover, but is not limited to, student and chaperone responsibilities and expected behavior. The Chaperone Chairperson will hold at least two more orientations throughout the school year as needed. Chaperones shall be supplied with a written copy of the orientation material. A copy of the orientation material shall be kept in the bus boxes and band-aid kit. The Chaperone Chairperson shall maintain communication with the Band Director to ensure the chaperone needs of the band are met. The Chaperone Chairperson will communicate with student loading crew and Uniform Chairpersons to coordinate student needs. The Chaperone Chairperson shall obtain committee members from the general

membership to assist in these duties. The Chaperone Chair person shall be responsible for collecting Dividend Forms from all chaperones on a schedule as requested by the school administration and the record keeping and reporting of all volunteer hours.

8.7.1.4 **Hospitality**

The Hospitality Chairperson shall be responsible for having refreshments, food, drink, condiments and any needed paper supplies for the band members, staff and chaperones for various events held during the school year. They will be responsible for providing refreshment to both the home and visiting bands during the football season. This committee will be responsible for the Premiere Night Show, Middle School Night, Senior Night and competitions. The Hospitality Chairperson shall maintain a list of volunteer parents to be called upon for food and drink donations for the various events. The Hospitality Chairperson shall be an active member of the banquet and picnic committees.

8.7.1.5 **Banquet**

The Banquet Chairperson shall form a committee to organize and oversee planning of the annual banquet. The Chairperson is responsible for gathering bids from the caterer and bakery. He/she will work closely with the Board of Directors to facilitate the banquet.

8.7.1.6 **First Aid**

The First Aid Chairperson shall be responsible for collecting and maintaining the medical release forms for all band members and shall notify school trainers and/or paramedics when required or directed by the Band Director. Their duties will be consistent with School Board policies and as covered by the Seminole County Medical Release Form. The Chairperson is responsible for maintaining the first-aid kit and ensuring that it is available at all band activities.

8.7.1.7 **Registration**

The Registration Chairperson is responsible for organizing, planning and overseeing the registration process. The Registration Chairperson will work closely with the Board of Directors to ensure that all necessary items are completed in order to have a smooth registration process – table are set up, blank forms are available, signs are made, merchandise is available to determine sizing needs.

8.7.1.8 **Band Camp Coordinator**

The Band Camp Coordinator shall be responsible for coordinating and overseeing all of the supporting functions that are necessary to have a successful band camp.

8.7.2 **Vice President of Ways and Means Subcommittees**

8.7.2.1 **Concessions**

The Concession Chairperson is responsible for organizing and overseeing the committee for all concessions activities. They shall secure all food products to be sold during all band events where concessions are offered and recruit volunteers to support each event.

8.7.2.2 **Fundraising**

The Fundraising Chairperson is responsible for reviewing and recommending methods of acquiring and raising funds for the LHBBA. The Fundraising Chairperson shall provide an accurate and up-to-date status report of each project for the Board of Directors.

8.7.2.3 **Alumni Coordinator**

The Alumni Coordinator shall work with the Vice President of Ways and Means and the Secretary to ensure that the database of band program alumni is up to date. The Alumni Coordinator will also work with Ways and Means to solicit donations from the alumni.

8.7.2.4 **Spirit Merchandising**

The Spirit Chairperson shall be responsible for ordering, selling and maintaining an inventory of all spirit items. The Spirit Chairperson shall maintain an account of monies spent and received for spirit items. This account shall be given to the Treasurer and Vice President of Ways and

Means at least monthly. The Spirit Chairperson is responsible for checking orders submitted and for the delivery of items to the purchaser. Inventory purchases shall be included in the annual budget for approval. The Spirit Chairperson shall obtain committee members from the general membership to assist in these duties. All monies and orders shall go to the Spirit Chairperson for recording of payments and orders prior to being forwarded to the Treasurer. The Chairperson shall be responsible to review invoices and bills for accuracy.

8.7.3 Treasurer Subcommittees

8.7.3.1 Assistant Treasurer/Student Accounts

The Assistant Treasurer will work with the Treasurer to maintain an accurate record of student accounts. The Assistant Treasurer shall be responsible for providing current balances when requested by the parent, student, school official or Board of Directors. The Assistant Treasurer shall close senior accounts and transfer any monies remaining to the General account or to the senior's siblings. The Assistant Treasurer shall open new accounts for incoming members. The Assistant Treasurer shall assist the Treasurer as needed.

8.7.4 Visual Coordinator Subcommittees

8.7.4.1 Assistant Visual Coordinator:

Assist the Visual Coordinator as directed. Duties may include representing the Visual Coordinator in meetings, chaperoning, and arranging lunches prior to Winter Guard competitions.

8.7.5 Marketing Coordinator Subcommittees

8.7.5.1 Corporate Sponsors

The Corporate Sponsor Chairperson shall be responsible for seeking donations from corporate businesses in the area.

8.7.5.2 Silent Auction

The Silent Auction Chairperson shall be responsible for organizing the Silent Auction that takes place early December during the Winter Concert. They will create the Silent Auction committee (generally comprised of 4-5 members), provide communication letters to the band/parents to solicit donations from businesses and individuals at the beginning of the school semester, and maintain an updated list of organizations that have been contacted. The Silent Auction Chairperson shall also be responsible for overseeing the setup of the auction items in the Cafeteria on the day of the Concert, along with organizing any additional fundraising activities that take place during the auction, including but not limited to bake sales and 50/50 raffles.

8.7.5.3 Photographer

The Photographer Chairperson shall be responsible for ensuring that pictures are taken at various events during the school year. They will provide pictures to the Band Director along with uploading them to the Silver Regiment Facebook Page

8.7.5.4 Videographer

The Videographer Chairperson shall be responsible for ensuring that videos are taken at various events during the school year. They will provide videos to the Band Director along with uploading them to the Silver Regiment YouTube Channel

8.7.5.5 Webmaster

The Webmaster Chairperson shall be responsible for working with the Band Director and Board of Directors to maintain the lband.org website.

8.7.6 Band Director

8.7.6.1 The Band Director shall be responsible for all LHBBA band instruments, equipment and property and the band website. He/she shall maintain the student roster and list of members.

**Article IX
Indemnification**

- 9.1 All present and past officers of the Corporation shall be indemnified to the extent of the assets of the Corporation for reasonable costs and expenses incurred in connection with any claim asserted or proceeding brought against them as a result of having been an officer of the Corporation except that if the officer(s) are convicted of any charges involving fraud, willful negligence, willful malfeasance or willful criminal acts, there shall be no indemnification by the Corporation for those acts. If there is question as to whether an act was willful or not, the Board of Directors may vote to withhold payment until a final determination has been made by a court of proper jurisdiction. This benefit is intended to be secondary to any insurance coverage and only if necessary as determined by the Board.
- 9.2 Participation on the Board or in the organization and in activities involving the students shall be governed by the regulations set forth by the Seminole County School Board that address volunteer participation in school related activities and may include criminal background checks, enrollment and acceptance for participation as a DIVIDEND volunteer, proof of acceptable levels of automobile liability insurance, possession of a valid Florida Drivers License for transportation of students and equipment as well as any other requirements promulgated by the Seminole County School Board, Lake Howell High School or LHBBA.

**Article X
Student Accounts**

- 10.1 Band assessments, as set by the Board of Directors, shall be paid no later than the October General Membership meeting. All Winter Guard assessments, as set by the Board of Directors, shall be paid no later than the February General Membership Meeting.
- 10.2 All monies credited to the band account are for the sole purpose of meeting general expenses of the Lake Howell band program and are not refundable. This stipulation is required to preserve the non-profit status of the Association. Any departing band member's account balance amount may be transferred to another band member's account that will be joining or returning to the band program with the approval of the Board of Directors.
- 10.3 Refund request of band members transferring to other schools will be reviewed on an individual bases by the Board of Directors at any regularly scheduled General Membership meeting.
- 10.4 No student shall have their dues and assessments waived or reduced in exchange for any goods and services without the prior written approval of the Board.

**Article XI
LHBBA Property**

All records, information, and other intellectual property are the property of LHBBA. This includes: financial records, minutes of meetings, content on the band website, program books and any other publications. No member of the Board or any person serving on the committee can distribute or destroy any LHBBA property without the written approval of the Board of Directors. Documents or records shall be transferred from the Board Member or Committee Chair to their successor.

Article XII
Validity

In the event any Article, Section or Provision of these Bylaws is found to be invalid or unenforceable, all remaining Articles, Sections and Provisions hereof shall remain in full force and effect.

Article XIII
Adoption and Certification

These Bylaws of the LHBBA shall be adopted immediately after approval by the general membership and supersedes all previous Bylaws.

Approved by the Board of Directors: Jonathan Steele, Melissa Mann, Kayla Smith, Melanie Harris, Natalie Mullett, and Brittney Steele, Lake Howell High School Band Booster Association on Feb 22, 2023; approved by the general membership on March 9, 2023.