

L.D. Bell Band Boosters
Bylaws and Constitution
Proposed Changes April 29, 2024

Article I – Name

- A. The organization shall be known as the L.D. Bell Band Boosters.

Article II – Purpose

- A. The purpose of this organization shall be to promote the entire band program of L.D. Bell High School, by assisting the band directors and school authorities in the development of an outstanding band program.
- B. The organization shall provide financial support not otherwise provided within the school’s budget to supplement equipment, accessories supplies, and instruction.
- C. The organization is organized exclusively for charitable, religious, educational, or scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Furthermore, the activities must be consistent with the Guidelines and Procedures established by the Hurst-Eules-Bedford Independent School District and the University Interscholastic League.
- D. The organization intends to operate year over year on an on-going basis.

Article III – Membership

- A. Membership is extended to members of the community who have enthusiastic interest in the band and support the educational goals of the band directors.
- B. Voting Membership is limited to parents or legal guardians of enrolled students. The term of membership shall be June 1 through May 31 of the following year. Voting membership in the Booster Club is valid as long as the student is an active member of the Band program. C. Voting members are considered eligible as candidates for the Executive Board of the Association.

Article IV – Officer and Elections

- A. The following elected officers shall serve a term of one-year, beginning June 1 through May 31. They may be re-elected for a maximum of one consecutive additional term. Elected officers must be a legal guardian of a band student for the membership year in which they serve and may not be HEBISD Central Office employees or administrators of L.D. Bell High School.
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer (may not be an HEBISD employee)
 - 5. Assistant Treasurer(s) (may not be an HEBISD employee)
- B. The Executive Board will consist of the L.D. Bell Band Directors and the elected officers.
- C. At a January or February general meeting, a nominating committee will be selected. The nominating committee will contain an odd number of members not less than 5. The President may not be an acting member on the Nominating Committee. One director will serve on the committee as a non-voting member. Two alternates may be selected. Members may not serve on the nominating committee if they were members of the nominating committee the prior year. The

Nominating Committee will present a slate of officers to be posted on the organization website at least 30 days prior to the election.

- D. Officers will be elected at a general meeting in April or May and will assume Executive Board duties no later than June 1st. May will serve as a month of transition for the Executive Board.
- E. In the event an office becomes vacant due to resignation, or in the event the officer's band student leaves the band program, a replacement shall be selected by a majority vote of the Executive Board.
- F. Any elected officer may be removed from office by a recommendation of the Executive Board in agreement with the Band Directors and L.D. Bell High School Administration.

Article V – Meetings

- A. Regular Meetings of the organization shall be held at least four times annually. The directors in cooperation with the Executive Board shall set the dates of the meetings. Any meeting requiring a vote to be taken by the general membership must have 10-day advance notice of meeting date and time.
- B. Executive Board meetings shall be held once per calendar quarter unless agreed by majority of the Board that there is no business to address. The directors and the President will set the dates of the Executive Board meetings.
- C. Quorum for regular meetings – not less ~~then~~ than 25 members shall constitute a quorum.
- D. Quorum for an Executive Board Meeting – at least one director plus 3 elected officers shall constitute quorum.

Article VI – Duties of Officers

- A. President
 - 1. Preside at all meetings of the Executive Board and at the general and special meetings. The President will prepare an agenda that includes all items for discussion for each meeting in cooperation with the Directors. Agendas will be provided to L.D. Bell administration prior to all meetings. The President shall notify Executive Board members of the date and time of the Executive Board meetings and notify the general membership of general and special meetings.
 - 2. Enforce the Bylaws and ensure that all activities of the officers and organization are supporting the L. D. Bell Band program as prescribed by the Head Director.
 - 3. Assist the Directors where needed.
 - 4. Form committees and appoint Chairpersons of committees as needed with the assistance and approval of the Directors.
- B. Vice-President
 - 1. Preside as focal of all individually chaired fundraising committees.
 - 2. Assist the President in all matters as required.
 - 3. In the absence of the President, the Vice-President shall preside at meetings of the organization and the Executive Board.
- C. Secretary
 - 1. Record the minutes of all Executive Board and general membership meetings.
 - 2. Keep an accurate record of attendance at Executive Board meetings.
 - 3. Be responsible for correspondence.
 - 4. Maintain a membership list, which shall not be released to outside interests.

D. Treasurer

1. Treasurer shall maintain an accurate and permanent record of all receipts and disbursements of the organization in accordance with the Guidelines and Procedures for Booster Clubs as detailed by the Hurst-Euleless-Bedford ISD. The following guidelines will be followed:
 - a. Checking account(s) should be established with three authorized signatures: Treasurer, President and one other elected officer (Directors and HEBISD employees may not be signers on any account). **If a district employee is to be named as President, a non-district employed 2nd VP will assume the role of signer.**
 - b. Two authorized persons should sign all checks. Checks reimbursing an officer may not be signed by that officer.
 - c. Checks are never signed with a blank payee.
 - d. All expenditures are to be made by check, never cash.
 - e. 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.
 - f. All collected monies should be deposited as soon as practical – usually within 48 hours.
 - g. All monies should be initially collected and counted by two persons other than the treasurer. The counters and the Treasurer should sign a deposit form, which is kept as part of the Treasurer’s annual records.
 - h. Bank Statements should be mailed to a Post Office Box maintained by the organization so that they can be reviewed prior to being given to the Treasurer. Bank Statements are to be reconciled monthly.
 - i. **Treasurer reports will be given at each Booster meeting detailing major income and expenses. Monthly (at minimum quarterly) reports will be provided to President and Directors indicating current budget category expenditures and balances.**
 - j. **File sales tax reports as required by the Texas Comptroller’s Office (quarterly, 20 days after end of quarter: April 20th, July 20th, October 20th, January 20th). 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;**
 - k. **Meet with and support the organization’s designated CPA or Financial Service Provider (when applicable) in order to File annual IRS form 990, 990-T, 990-N or 990-EZ by the designated deadline (October 15th: 15th day of 5th month after your fiscal year ends). and indicated with the proper fiscal year dates (June 1 – May 31).**
 - l. **Meet with and support the organization’s designated CPA or Financial Service Provider (when applicable) in order to Provide IRS Form 1099 NEC, to those individuals, businesses, etc. who are paid \$600.00 or more in a calendar year upon receiving a completed W9 where applicable, in accordance with IRS guidelines;**
 - m. **Work with the Audit Committee at the end of the fiscal year to identify any discrepancies in the records.**
 - n. **Band fee payments shall be tracked by the Treasurer and/or Assistant Treasurer(s) and provide statements to families on a monthly basis, at least one week prior to each scheduled Band Booster meeting.**
 - o. **The Treasurer and/or Assistant Treasurer(s) shall provide a detailed delinquent record of band fees each month to the President and Band Directors.**

E. Assistant Treasurer(s)

1. Assistant Treasurer is responsible for assisting Treasurer however needed with implementing accounting procedures.
2. Assistant Treasurer will assist the Treasurer in ensuring all financial accounting procedures comply with district requirements as listed above.

(NEW) Article VII – Debit Card Policy

- A. The use of debit cards is allowed under restricted terms. Organization must NEVER have more than two debit cards issued in the Organizations name at a time. Debit cards will be directly linked to the Booster Bank Account. Each debit card is issued by the bank to one of the authorized account signers. It is suggested, but not required, that debit cards (if any) are assigned to the Treasurer and either the President (if NOT a district employee) or a Vice-President. 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 cards (who will be issued new cards, and whose cards will be cancelled). Debit 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.

The debit and/or credit cards 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, 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. The Debit cards (if any) shall only be used for the following:
 - a. 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).
 - b. Zelle Payments (if any) shall only be authorized from the primary checking account and only for authorized techs and master class technicians as requested by Director of Bands.
 - c. Bank Withdrawals shall only be authorized for events requiring cash boxes.

Article VIII – Chairpersons and Committees

- A. Ad Hoc committees may be formed as needed by the President with approval of the Directors.
- A. Chairpersons may be appointed as needed by the President with approval of the Directors.
- B. Committee members may be selected by the Chairpersons with assistance and approval by the President and Directors.
- C. Committee Chairpersons and Committee members must be member in good standing of the Booster organization. (See Article III)
- D. An Audit Committee will be selected prior to fiscal year-end (June 30) comprised of at least 3 persons to review all books and records of the organization within 45 days of year-end (August 14). Persons with signature authority, persons who have collected money within the last year, and persons who served on the audit committee the previous year are ineligible to serve on the audit committee.
- B. A standing finance committee, consisting of the Treasurer and Assistant Treasurer(s), will be charged with instituting financial accounting procedures as required by the District guidelines to ensure accountability in such matters.

Article IX – Financial Policies and Procedures

- A. The fiscal year of the organization shall begin on the 1st day of July and end on the 30th day of June.

- B. The Treasurer’s records will include all items as required by the District’s Guidelines and Procedures.
- C. Financial records will be reviewed by an independent accountant or CPA on an annual basis.
- D. Prior to the end of the current fiscal year, an operating budget shall be developed by the Executive Board for the upcoming year.
- E. All fundraising activities must receive Director and Administrative approval.
- F. Financial reports will be filed with the District’s Business Office twice per year. If deemed appropriate, the District’s Business Office may conduct inquiries or compliance audits of the financial records and/or programs of the organization.

Article IX (Article X) – Dissolution

- A. The organization may only exist with approval from the Directors and Principal. The organization may be terminated at the discretion of the Head Band Director in agreement with the Principal and/or the HEBISD Director of Visual Performing Arts.
- B. Upon the dissolution of the organization, all assets shall be distributed to the Hurst-Euleess-Bedford Independent School District, specifically the L.D. Bell Band activity fund, provided it is exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, at the time of dissolution. If the Hurst-Euleess-Bedford Independent School District 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 tax code.

Article XI (Article XI) – Other

- A. Bylaws of the organization may be amended by 2/3 majority vote of the members present at a regular meeting. Bylaw amendments must be read to the members at a previous meeting or posted on the website 30 days prior to the vote.
- B. No part of the activities of the organization shall consist of participating in or intervening in any political campaign of a candidate for political office.

By action of the active membership of the L. D. Bell Band Boosters, the foregoing is adopted as Bylaws and, in so adopting the said Bylaws will govern the L. D. Bell Band Boosters accordingly.

Signed _____

Title _____