

BY-LAWS
LAKE TRAVIS ORCHESTRA PARENTS BOOSTER CLUB
(Last amended August 2022)

Article I - Name

The name of this organization is the Lake Travis Orchestra Parents Booster Club.

Article II - Purpose

The Lake Travis Orchestra Parents Booster Club (the Booster) shall be organized and operated to support the Orchestra program of the Lake Travis Independent School District, Austin, TX

Article III - Membership

Membership shall be available to any parent or guardian of any member of the Orchestra program of the Lake Travis Independent School District. Honorary membership may be bestowed at the discretion of the Board of Directors.

Article IV - Meetings of the Members

Section 1. Annual Meeting. The regular annual meeting of the members of the Booster shall be held in August or September of each year. Notice of the annual meeting to all members shall be necessary and no less than ten days prior to the meeting date.

Section 2. Special Meetings. The President, or in his/her absence, the Vice-President, or by a majority of the Executive Board, may call special meetings of the members. Notice shall be provided by the Secretary five days prior to the meeting.

Section 3. Quorum. Five members shall constitute a quorum at any meeting of the members and all matters shall be decided by a majority of the members present.

Section 4. Place of Meetings. All meetings of members shall be held at Lake Travis High School unless otherwise designated.

Section 5. Regular Meetings. Regular meetings of the Booster shall be held in the months of August through May, time and date to be established by Executive Board at the first meeting of the year. Five days notice shall be given if change of date is needed.

Article V - Board of Directors

Section 1. Number and Term of Office. The Board of Directors shall manage the business and affairs of the Booster and shall be composed of the President(s), Vice President(s), Treasurer, Secretary and Director of the Orchestra. Each Director shall hold office from July 1 through June 30.

Section 2. Election of the Board of Directors. The Board of Directors shall be elected at the April meeting of the members by majority vote of the members to take office effective July 1st and shall attend subsequent board meetings following their election. The Board of Directors shall be elected by ballot if there is more than one candidate for any office; otherwise, the election may be by voice vote by simple majority of the members present.

Section 3. Meetings. Meeting of the Board of Directors may be held at any time or place upon call by the President or, in his/her absence, the Vice President, or upon the call of two members of the Board of Directors. Notice of the meetings shall be given in writing, by telephone, or by electronic means.

Section 4. Quorum. A quorum of the Board of Directors shall consist or the majority of the members thereof.

Section 5. A vacancy occurs upon the resignation or incapacity to serve of one of the Board of Directors. In the event of a vacancy in the office of President(s), the Vice President(s) shall become President for the remainder of the term in which the vacancy occurs. Should a vacancy occur in any other office, the President shall appoint, with the approval of the Executive Board, a Booster member to assume the title and duties of the office for the remainder of the unexpired term. Such action shall be read into the minutes of the regular Booster meeting.

Article VI - Officers

Section 1. Officers. The Officers of the Booster shall be a President, or Co-Presidents, a Vice President or Co-Vice Presidents, a Secretary and a Treasurer. Each of the officers shall be elected by the members and each officer shall be a member of the Board of Directors. The Officers shall be elected by ballot if there is more than one candidate for any office, otherwise, the election may be by voice vote by simple majority of members present.

Section 2. Election and Term of Office. The Officers of the Booster shall be elected by the members at the April meeting of members. Each officer shall hold office for one year, but may hold the office for consecutive terms. President and Treasurer may hold office for a maximum of two years.

Section 3. Duties of the Officers.

- a) The President shall preside at all meetings of the Booster and of the Executive Board, serve as ex-officio member of all committees except the nominating committee, shall be the official representative of the Booster in all activities of the Lake Travis High School, and shall perform other duties usually pertaining to the office. The President shall appoint the chairman of all committees not otherwise provided for in these by laws.
- b) The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer, shall oversee fundraising efforts, and shall perform such other duties as delegated by the President.
- c) The Secretary shall record and be the custodian of the minutes of all meetings of the Booster and of the Executive Board, conduct and maintain records of Booster correspondence, and perform such other duties as delegated by the President.
- d) The Treasurer shall be custodian of the Booster funds. He/she shall receive all monies, pay all bills as provided for in the operating budget or approved by the Executive Board, keep all vouchers for all disbursements and income together with a correct record of same, make a financial report to the Booster at each regular meeting, participate in the preparation of the Booster budget, present books for audit at the end of the term, and perform such other duties as are requested by the President.

Article VII - Committees

The President may from time to time appoint standing or other special committees as will be deemed necessary and shall provide for their plans and duties.

Article VIII - Executive Board

The Executive Board shall consist of the Orchestra Director, the Officers and the Chairmen of Committees. A Chairman or Officer can serve in the same role for an unlimited number of years, pending an election. The President and Treasurer can serve for a maximum of two years. Only one member of a family may serve as an Officer at a time. Two members of one family may serve as Co-chairs sharing a single vote.

Article IX - Finance

Section 1. Fiscal Year. The fiscal year of the Booster shall be July 1 to June 30.

Section 2. Budget. The Booster's operating budget for the fiscal year, upon recommendation of the Executive Board, shall be submitted for approval to the membership at the annual meeting of the school year.

Section 3. Finance.

- a) An annual audit shall be conducted between June 30 and July 31 by three volunteers from the Booster excluding outgoing Board members.
- b) No indebtedness in excess of \$300.00 over amounts provided for in the budget shall be incurred by the Booster, except upon recommendation of the general membership.
- c) All Booster funds will be maintained in federally insured financial institutions, and may be withdrawn by the signatures of the Treasurer or President.
- d) All funds and assets of the Booster shall at all times be the vested property of the Booster for the stated purpose of the Booster. No member or group of members shall have any severable right to all or any part of such funds or assets.

Article X - Amendments

Section 1. Any proposed changes to amendments of the By-Laws may be communicated to the parent group via e-mail. Electronic voting is acceptable of changes is acceptable.

Section 2. These By-Laws may be amended at any meeting of the Booster, provided a quorum is present, by two thirds (2/3) vote of the members present and voting, including email votes.

Article XI – Dissolution

Purpose and Dissolution Clauses:

Lake Travis Orchestra Parents Booster Club is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Revisions:

June 10, 2015 - Article VIII amended - Unlimited terms by Officers or Chairmen pending an election. Article X amended - changes to the by-laws can be communicated via email and electronic voting is acceptable.

May 17, 2018 – Include Article XI – Purpose and Dissolution Clauses; Correct the Annual Audit dates to June 30 – July 31 to be within 30 days after the close of the fiscal year.

August 9, 2022 – Article I amended – Add “Parents” to the name

Article III amended – to clarify membership

Article IV amended – change the annual meeting to the beginning of the school year

Article V amended – change terms of office from June-May to July-June

Article VI amended – officer terms are one year but may serve consecutive terms.

Pres and Treas may serve a max of two terms

Article VIII amended – officer terms are one year but may serve consecutive terms.

Pres and Treas may serve a max of two terms

Family members are limited to one voting position