



**BYLAWS OF THE LAKE HIGHLANDS AREA BAND CLUB**

Organized January 10, 1961

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## **ARTICLE I. NAME**

The name of this association is the Lake Highlands Area Band Club.

## **ARTICLE II. DEFINITION**

The Lake Highlands Area Band Club (hereinafter referred to as the Band Club) is a non-profit 501(c)(3) corporation established to provide support and encouragement for the Band Directors and members of the Lake Highlands High School, Lake Highlands Junior High and Forest Meadows Junior High Band.

The Band Club is an auxiliary organization, sanctioned by the Richardson Independent School District, and subject to the policies, guidelines and regulations of the Lake Highlands High School Principal, the Richardson Independent School District (RISD), Texas Education Agency (TEA) and the University Interscholastic League (UIL). . Lake Highlands Junior High and Forest Meadows Junior High are represented separately.

## **ARTICLE III. OBJECTIVES**

- Section 1. The objectives of this Band Club are:
- A. To promote the Band program in the school and community, and to encourage enthusiasm and pride in Band membership.
  - B. To provide assistance to the Band Directors in support of the Band program by:
    - 1. Providing funds for expenses that are not funded by RISD; such as, but not limited to, trips, social activities, equipment, auxiliary staff, clinicians and other educational opportunities.
    - 2. Providing accountability for budgets, revenues and expenditures.
    - 3. Assisting with activities to permit the Band Directors to have more time to administer the schools' band programs. Such activities include, but are not limited to, fund raising activities, collecting funds and chaperoning.
- Section 2. The objective of the Bylaw document is to outline the structure of the Band Club and the Officers and Committee Chairs duties.
- Section 3. The objective of the Policies and Procedures is to define how the band club will accomplish its goals.

## **ARTICLE IV. BASIC POLICIES**

- A. The Head Band Director, designee of the Principal, is to function as advisor to the Band Club.

- B. Questions or concerns relating to the activities or policies of the Band program, or questions of an instructional nature shall be addressed to, or referred to, the Band Directors.
- C. The Band Club shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. In the event of the dissolution of the Band Club, its assets shall be donated to the Lake Highlands High School Band activity account. The dissolution of the Lake Highlands Area Band Club requires a 2/3 vote of the membership.

## **ARTICLE V. MEMBERSHIP AND VOTING**

### Section 1. Membership

- A. Membership in this organization shall be extended to any person wishing to advance the purposes of the organization.

### Section 2. Types of Membership

- A. Regular Membership: Shall be extended to parents and/or legal guardians of a current LHHS, LHJH and FMJH Band student.
- B. Associate Membership: Shall be extended to parents, family members and/or legal guardians of band students in our current feeder elementary schools.
- C. Honorary Membership: Shall, at the discretion of the Board, be extended to any person who does not have a child currently in the band program but wishes to contribute to the band program through volunteerism or financial support to the band. These members include alumni of the Band, alumni of the LHABC, LHHS cluster faculty members, extended family members, and other members of the community in good standing.

### Section 3. Eligibility for Board Positions

- A. Shall only be extended to any Regular Member as stated above.

### Section 4. Eligibility to Vote

- A. Shall only be extended to Regular Members and Associate Members.
- B. When a vote is required from the General membership, each member is entitled to one (1) vote.

## **ARTICLE VI. OFFICERS AND COMMITTEE CHAIRS**

### **Section 1. Officers**

- A. The Officers of the Band Club are: President(s); President(s)-Elect; Membership; Secretary; Treasurer; Assistant Treasurer; Historian; Forest Meadow Junior High School Representative; and, Lake Highlands Junior High School Representative.
- B. The Parliamentarian shall be appointed by the President subject to the approval of the Board. The Parliamentarian does not vote.
- C. More than one person may fill these positions. Each position shall have one vote. Where more than one person fills a position, only one vote may be cast for that position.
- D. In the event that one member holds two (2) board or chair positions, that person is only entitled to one vote and the quorum for board meetings shall be reduced.

### **Section 2. Committee Chairs**

- A. The Committee Chairs for the Band Club are: Chaperone, Hospitality, Jazz, Meals, Pit Pops, Publicity/Marketing, Senior Parents, Social, Spirit Wear, Uniform-Marching, Uniform-Contest, Uniform-Purchasing, Varsity Revue, Videographer, Ways and Means, Webmaster and other standing committees that shall be appointed by the President(s) subject to the approval of the Board.
- B. Each appointed committee chair for the Band Club shall have one vote. Where more than one person fills a position, only one vote may be cast for that position.
- C. In the event that one member holds two (2) board or chair positions, that person is only entitled to one vote and the quorum for board meetings shall be reduced.

### **Section 3. The Board**

- A. The Board shall consist of officers of the Band Club, Parliamentarian and all committee chairs.
- B. The Head Band Director shall serve as a non-voting member.

### **Section 4. Ex-Officio Committees**

- B. A committee comprising ex-officio members shall be known as an “ex-officio committee.” An ex-officio committee is neither a standing committee nor an ad

hoc committee. Its purview and its membership are defined, constituted to perform a function.

- C. The ex-officio committees are: Band Banquet Committee, Bylaws Committee, Budget Committee, Nominating Committee, Spring Trip Committee.

## **ARTICLE VII. NOMINATION AND APPROVAL OF OFFICERS AND COMMITTEE CHAIRS**

- A. The President(s) with the approval of the Board shall appoint a Nominating Committee consisting of:
  - 1. One member to be appointed from the Board to serve as chairperson.
  - 2. The President(s)-Elect.
  - 3. Five members to be appointed with representation as follows:
    - a. Two representative from Lake Highlands High School.
    - b. A representative from Forest Meadow Junior High.
    - c. A representative from Lake Highlands Junior High.
    - d. A Band Director from the High School.
    - e. Each school will designate an alternate representative from the Band Club membership if the appointed member from their school is unable to serve.
- B. Nomination and approval process.
  - 1. The Nominating Committee shall be approved by a majority vote of the Board at the last meeting of the Board of the fall semester.
  - 2. This committee shall prepare the slate of Officers and Committee Chair(s) to propose at the March or April General Meeting for approval.
  - 3. Approval of the slate of Officers and Committee Chair(s) is achieved by a majority vote of the general membership present at the March or April General Meeting.
- C. Officers' and Committee Chairs' terms.

Officers and Committee Chairs shall assume their duties on June 1<sup>st</sup> and serve for one year. Chairs may serve in a Committee Chairman's position for no more than three consecutive years. In the following year, absent a specific vote to suspend this rule, a Chair must vacate the role for a period of one year before being eligible to resume the same position.
- D. A vacancy occurring in any office shall be filled with a member of the Band Club, appointed by the President(s) and approved by the Board for the unexpired term.

## ARTICLE VIII. DUTIES OF OFFICERS

Section 1. The President(s) and the President(s)-Elect are the leaders of the Band Club.

A. The President(s) shall:

1. Coordinate the work of the Officers and Committee Chairs in order that the Band Club purposes may be achieved.
2. Preside at all meetings of the Band Club and the Board.
3. Have check signing authority. In the event that two people hold this position, only one person shall have check signing authority.
4. Have access to the Jr. High and High School Charms account for purpose of emailing band
5. Act as liaison between the Band Director and the Band Club.
6. Appoint the Parliamentarian.
7. Appoint officers and committee chairs in the event of a position vacancy.
8. Appoint special committees as needed and approved by the Board.
9. Serve on the Budget Committee.
10. Chair the Spring Trip Committee and, if available, attend the trip.
11. Perform such other duties as pertain to such office.

B. The President(s)-Elect shall:

1. Become familiar with the overall operation of the Band Club.
2. Assume the duties and exercise the powers of the President in the event of absence.
3. Assume the office of President(s) the following school year or sooner in the event of vacancy.
4. Have check signing authority. In the event that two people hold this position, only one person shall have check signing authority.
5. Have access to the Jr. High and High School Charms account for purpose of emailing band
6. Setup Remind for LHABC and maintain this throughout the year
7. Work with the LHHS counselor to coordinate the awarding of LHABC scholarships.
8. Serve on the Nominating Committee.
9. Serve on the Budget Committee. Serve on the Spring Trip Committee and, if available, attend the trip.
10. Perform such other duties as pertain to such office.

Section 2. All Officers shall act as aide(s) to the President, preside in the absence of the President(s) in the following order of succession, and perform other duties as assigned by the President(s) or organization. In addition:

A. The Membership officer shall:

1. Collect and update Band Club membership information.

2. Ensure that every member who volunteers to serve in a capacity requiring an RISD background check, has passed the check and is eligible to serve according to RISD requirements.
  3. Organize and distribute an electronic Band Club directory prior to September 15th.
  4. Distribute a printed Band Club directory prior to November 1st.
  5. Collect and report volunteer hours monthly to the LHHS PTA.
  6. Manage the expenses to the approved budget.
- B. The Secretary shall:
1. Keep an accurate record of all general meetings of the Band Club.
  2. Keep an accurate record of all Board meetings.
  3. Maintain archive of past meetings and financial documents.
  4. Record attendance of all meetings of the Band Club.
  5. Distribute current minutes and financial reports to the President(s), and Head Band Director prior to the each general or Board meeting.
- C. The Treasurer shall:
1. Keep an accurate record of all receipts and expenditures.
  2. Submit financial reports to the Band Club President(s) and Secretary prior to the each General or Board meeting.
  3. Provide detailed financial accounting of all funds at each Board and General Meetings.
  4. Disburse funds as approved by the Band Club within a week of receipt.
  5. Chair the Budget Committee.
  6. Secure insurance and obtain all necessary liability, bonding, and Officers' liability coverage.
  7. Commission and oversee the preparation of all necessary IRS and Sales Tax returns to ensure they are filed by the statutory due date.
  8. Have the authority to write checks, but not to him or herself; does not have deposit authority.
  9. Hold a copy of the Post Office Box key.
  10. Serve on the Spring Trip Committee and, if available, attend the trip.
  11. Manage the expenses to the approved budget.
- D. The Bookkeeper shall:
1. Collect all receipts deposited in the Band safe at least weekly.
  2. Prepare and make the bank deposits and provide the details of the deposit to the Treasurer.
  3. Collect trip payments.
  4. Handle collection of money due to NFS/Return checks.
  5. Serve on the Budget Committee.
  6. Have no check writing authority.
  7. Hold a copy of the Post Office Box key.
  8. Assist the Treasurer with other financial duties as assigned.



- E. The Assistant Treasurer shall:
  - 1. Assist with LHHS staff member by preparing the check requests to pay the private lesson instructors.
  - 2. Review lesson logs to ensure students included are on the list of approved financial aid recipients as provided by the Band Director(s).
  - 3. Have no check writing authority or depositing authority.
  - 4. Assist the Treasurer with other financial duties as assigned.
  
- F. The Historian shall:
  - 1. Gather photos and videos throughout the year and maintain the Band's photo website, e.g., Flickr.
  - 2. Serve on the Band Banquet Committee.
  - 3. Provide photographs to groups as requested.
  - 4. Serve on the Spring Trip Committee and, if available, attend the trip.
  - 5. Serve on the Band Banquet Committee
  - 6. Manage the expenses to the approved budget.
  
- G. The FMJH Representative to the Board shall:
  - 1. Serve as the representative of FMJH to the Board.
  - 2. Act as a liaison between FMJH and LHHS with the goal of fostering a strong relationship between the two.
  - 3. Coordinate the sending of flowers, cards, etc. as needed to Band Staff and members.
  - 4. Work with directors to coordinate events for the Junior High Band as needed.
  - 5. Setup Remind for FMJH and maintain this throughout the year
  - 6. Serve on the Nominating Committee.
  - 7. Manage the expenses to the approved budget.
  
- H. The LHJH Representative to the Board shall:
  - 1. Serve as the representative of LHJH to the Board.
  - 2. Act as a liaison between LHJH and LHHS with the goal of fostering a strong relationship between the two.
  - 3. Coordinate the sending of flowers, cards, etc. as needed to Band Staff and members.
  - 4. Work with directors to coordinate events for the Junior High Band as needed.
  - 5. Setup Remind for LHJH and maintain this throughout the year
  - 6. Serve on the Nominating Committee.
  - 7. Manage the expenses to the approved budget.
  
- I. The New Parent Representative to the Board shall:
  - 1. Serve as the representative of the Parents of students who are new to the LHHS Band Program to the Board.
  - 2. Be the parent of an upper classmen student whenever possible.
  - 3. Coordinate meetings of New Parents to the program.

4. Manage the expenses to the approved budget.
- J. The Parliamentarian shall:
1. Advise the presiding Officer on questions of parliamentary law and method of procedure.
  2. Be familiar with the Band Club bylaws and be able to address questions.
  3. Chair the Bylaws committee.

## **ARTICLE IX. DUTIES OF COMMITTEE CHAIRS**

### Section 1. Chaperone

- A. The Chaperone committee provides RISD approved adult chaperones for football games, and all Band marching competitions.
- B. The Chaperone Chair shall:
1. Recruit and organize volunteers to monitor student activity during the entirety of the event including transportation to and from the event.
  2. Organize volunteers to provide water to Band members, assist with flip folders, handing out plumes, and other duties depending on the need of the event.
  3. Confirm all transportation arrangements with the Head Band Director.
  4. Serve on the Spring Trip Committee and, if available, attend the trip.
  5. Manage the expenses to the approved budget.

### Section 2. Hospitality

- A. The Hospitality Committee plans the social events the Band Club hosts for the school and community throughout the year.
- B. The Hospitality Chair shall:
1. Recruit and organize volunteers to help serve, bake and decorate for events; e.g. teacher appreciation luncheon, Showers
  2. Serve on the Chamber Music Festival sub-committee.
  3. Coordinate the sending of flowers, card, etc. as the need arises to Band Staff and members for the High School.
  4. Manage the expenses to the approved budget.

### Section 3. Jazz

- A. The Jazz Committee organizes the Jazz events and assists the Director as needed.
- B. The Jazz Chair shall:

1. Recruit and organize volunteers to assist with the planning and running of the events.
2. Coordinate publicity, advertisement and programs for the events.
3. Coordinate the printing and distribution of posters to Jazz events.
4. Design and organize the printing of the event programs.
5. Organize decorations and reception for Jazz events.
6. Organize and coordinate food trucks and dessert bar for Jazz events as a family neighborhood fundraiser before concert
7. Manage the expenses to the approved budget.

Section 4. Meals

- A. The Meals Committee provides meals during the marching season to the Band, Band Directors, and adults assisting the Band before games and competitions (including drum line and Jazz band).
- B. The Meals Chair shall:
  1. Recruit and organizes volunteers to help plan, purchase, set up, serve, and clean up from the meals.
  2. Maintain an inventory of supplies in the chaperone room for the purpose of serving meals, such as disposable plates and utensils, antibacterial hand-cleaner, serving gloves, cleaning fluids, paper towels, etc.
  3. Manage the expenses to the approved budget.

Section 5. Pit Pops

- A. The Pit Pops support the Band and Drumline by moving equipment, grilling meals, and building props for marching season, contests and exhibitions throughout the year.
- B. The Pit Pop Chair shall:
  1. Recruit and organize volunteers.
  2. Work with designated Band Director to design props, coordinate construction days, repair and maintain equipment.
  3. Confirm all transportation (trucks) rental arrangements with the Head Band Director.
  4. Assign drivers for each event.
  5. Prepare food for some home games and contests. Coordinate with the meal chair as to the cooking of meals for some home games and contests.
  6. Serve on the Spring Trip Committee and, if available, attend the trip.
  7. Manage the expenses to the approved budget.

Section 6.     Publicity / Marketing

- A.     The Publicity / Marketing role is responsible for promoting a positive image of the Band program to the public through local websites and news outlets throughout the year.
- B.     The Publicity /Marketing Chair shall:
  - 1.     Recruit volunteers if needed.
  - 2.     Coordinate the Band pages in the fall *All Sports Program*, ad for *Highlandette Review Program*, and *Musical Program*.
  - 3.     Coordinate the production of the fall Band poster.
  - 4.     Manage all of the social media content in support of the other chairs (for instance, Yahoo, Twitter, Facebook, LHABC website).
  - 5.     Serve in the role of Publicity Chair as part of the DCI committee.
  - 6.     Manage the expenses to the approved budget.

Section 7.     Senior Parents

- A.     The Senior Parents organizes and directs the social activities held for the Senior Band members throughout the year.
- B.     The Senior parent(s) shall:
  - 1.     Collect a list of senior contacts at Band registration.
  - 2.     Organize events to recognize seniors throughout senior week (last home football game of the season).
  - 3.     Serve on the Band Banquet Committee.
  - 4.     Perform other duties as needed throughout the year to promote the senior class.
  - 5.     Manage the expenses to the approved budget.

Section 8.     Social

- A.     The Social Committee organizes and directs social activities held for the Band students and parents throughout the year.
- B.     The Social Chair shall:
  - 1.     Recruit and organize volunteers for social events for the Band students and parents; e.g. Band Camp, the family picnic, Band 101, Show reveal Party, Jr. High Night, etc.
  - 2.     Chair the committee formed for the annual spring Band Banquet. This includes organizing volunteers, securing the location, catering and entertainment, coordination of ticket sales, and other duties as needed.
  - 3.     Manage the expenses to the approved budget.

Section 9.     Spirit Wear

- A.     The Spirit Wear committee serves the volunteers and Band members with needed shirts and branded merchandise through the year.

- B. The Spirit Wear Chair shall:
  - 1. Recruit and organize volunteers as needed to assist with selling, ordering, and distribution of spirit items with the busiest day being Band registration.
  - 2. Be available for additional purchases from inventory throughout the school year.
  - 3. Manage the expenses to the approved budget.

Section 10. Uniforms - Marching

- A. The Uniform –Marching committee manages the fitting, alteration, assignment, and inventory of marching uniforms.
- B. The Uniform - Marching Chair shall:
  - 1. Recruit volunteers to help with tasks related to uniforms, including fittings and working in the uniform room, etc.
  - 2. Coordinate uniform related tasks between the Uniform – Concert and Uniform – Purchasing Chairs.
  - 3. Maintain records, inventory of all uniforms, and the uniform notebooks.
  - 4. Coordinate with Uniform-Purchasing regarding purchasing needs.
  - 5. Manage the expenses to the approved budget.

Section 11. Uniforms - Concert

- A. The Uniform -Concert committee manages the fitting, alteration, assignment, and inventory of concert uniforms.
- B. The Uniform – Concert Chair shall:
  - 1. Recruit volunteers to help with tasks related to uniforms, including fittings and working in the uniform room, etc.
  - 2. Maintain records, inventory of all uniforms, and the uniform notebooks.
  - 3. Serve Spring Trip Committee and, if available, attend the trip.
  - 4. Coordinate with Uniform-Purchasing regarding purchasing needs.
  - 5. Manage the expenses to the approved budget.

Section 12. Uniforms - Purchasing

- A. The Uniform - Purchasing committee manages the purchasing of summer uniforms plus gear and other miscellaneous items needed by the uniform committee chairs.
- B. The Uniform –Purchasing Chair shall:
  - 1. Coordinate with Uniform-Marching and Uniform-Concert Chairs regarding purchasing needs.
  - 2. Maintain records in the purchasing notebooks.
  - 3. Manage the expenses to the approved budget.

Section 13. Varsity Revue

- A. The Varsity Revue Committee organizes the all school Varsity Revue event held during homecoming week each fall.
- B. The Varsity Revue Chair shall:
  - 1. Recruit and organize volunteers to assist with the planning and running of the event.
  - 2. Coordinate publicity and advertisement for the call to audition and the shows.
  - 3. Coordinate with the graphic designer for program and ads.
  - 4. Coordinate the seating and printing, selling and distribution of tickets to the shows.
  - 5. Organize the printing of the event programs.
  - 6. Organize security.
  - 7. Coordinate student volunteers (ushers).
  - 8. Manage the expenses for the events to the approved budget.

Section 14. Videographer

- A. The Videographer films Band performances at football games, contests, and concerts.
- B. The videographer shall:
  - 1. Provide videos to Band Director as soon as possible after recording.
  - 2. Occasionally record rehearsals, other contest (e.g. Drumline), and concerts per Director request.
  - 3. Have no budget authority.

Section 15. Ways and Means

- A. The Ways and Means Committee oversees the subcommittees to manage existing fundraisers ,help with advertising and said events/fundraisers; fill in for any fundraisers without a sub-committee member to run event; manage budget/financials of Ways & Means, and finds new funding opportunities throughout the year.
- B. The Ways and Means chair shall:
  - 1. Recruit and organize volunteers to help plan, advertise and implement fund raisers.
  - 2. Serve on the Budget Committee.
  - 3.
  - 4. Work with the subcommittee chairs for various fundraisers
  - 5. Manage the expenses to the approved budget.
- C. Sub committees:
  - 1. Snap Raise
  - 2. Mums
  - 3. Mattress Palooza

4. Northpark Gold Raffle
5. Restaurant Spirit Nights
6. Chamber Music Festival
7. Any new fundraisers approved by the board

Section 16. Webmaster

- A. The Webmaster maintains the LHABC website and online calendar throughout the year.
- B. The Webmaster shall:
  1. Keep current the website content.
  2. Manage all LHABC credentials (username, passwords, etc) across all LHABC media (website, social, etc).
  3. Has admin rights to the LHABC Yahoo account.
  4. Manage the expenses to the approved budget.

## **ARTICLE X. MEETINGS**

- A. General Meetings
  1. There shall be a minimum of three (3) meetings of the General Membership each year, August, March (or April) and May.
  2. Twenty voting members shall constitute a quorum for a General meeting.
  3. The President(s) of the Band Club or three members of the Board may call special meetings with at least seven (7) days advance notice being given.
- B. Board Meetings
  1. The Board shall meet at least five (5) times during the year.
  2. The quorum for a Board Meeting shall be according to the following formula: "total number of voters (less Parliamentarian) divided by 2, add 1", since the number of voting Board Members can change due to duplicated Chairs.
- C. Should the President(s) deem it necessary, the Board may vote on a motion by email. The motion may only receive a vote of yes or no as stated and may not be amended in this manner.

## **ARTICLE XI. FINANCIAL ACCOUNTABILITY**

- A. The funds of the Band Club shall be used to meet the needs of the schools' Band programs.
- B. Spending Authority

1. Budgeted funds may be withdrawn for expenditures in accordance with guidelines established by the Band Club. The Treasurer holds check approval authority up to and including the budget amount for a budgeted item.
2. There shall be three signers on all accounts. The three signers shall be the Treasurer, the President and the President-Elect. In the event that more than one person holds these positions, only one person per position will have signing authority.
3. Checks made payable to any one of the three signers on the bank account must be counter-signed by the remaining two signers.
4. The Board may approve expenditures not included in the approved annual budget up to a limit of \$3,000.00. Expenditures over \$3,000 not included in the approved annual budget must be referred to the general membership for approval.

C. The Budget Committee

1. This committee shall:
  - a. Accept budget requests from current committee chairs by March Board meeting.
  - b. Prepare a budget for the Band club's next fiscal year.
  - c. Provide the budget to the Board one week prior to the last Board and general meeting of the current fiscal year.
  - d. Present the budget for approval by the Board and general membership no later than the last Board and general meeting of the current fiscal year.
  - e. Prepare a recommendation to the Board of Directors for disbursal of excessive operating funds to be presented not later than the last Board and general meeting of current fiscal year.
2. Members of the committee are:
  - a. The Treasurer, who serves as the Chair
  - b. The President(s)
  - c. The President(s) – Elect
  - d. The Assistant Treasurer
  - e. The Ways and Means Chair
  - f. The Head Band Director shall serve in an advisory capacity.

D. Internal Audit Committee

1. This committee shall review the Band Club's financial records at the end of each fiscal year following the policies outlined in the Policies and Procedure document, including:
  - a. Cash balances are correct.



- b. All Receipts are handled according to policy. Disbursements are handled according to policy.
  - c. Make recommendations for any inaccuracies found or needed adjustments in procedure(s).
  - d. Report findings to the Board and the general membership during the first meetings of the fall semester.
  - e. Recommend an external audit by an unaffiliated CPA firm if inconsistencies in the records warrant further review or if deemed necessary by the Board after a majority Board approval.
2. Members of the committee:
- a. Are three (3) Band Club members who during the fiscal year being audited and the current fiscal year:
    - i. Have no check writing authority
    - ii. Are not related to someone who has check writing authority
    - iii. Served as a financial officer of the Band Club.
  - b. Are appointed by the President(s), and approved by the Board by the last meeting of the spring semester.
  - c. Shall determine among themselves who will serve as the Chair.
  - d. May serve no more than three (3) consecutive years on the Committee.

## **ARTICLE XII. FISCAL YEAR**

The fiscal year of the Band Club shall be June 1 to May 31.

## **ARTICLE XIII. AMENDMENTS AND REVISIONS**

- A. These Bylaws shall be reviewed for revisions at least every three years by the Bylaws Committee.
- B. Approval of the Bylaws is achieved by a two-thirds vote of the members present at any regular meeting of the Band Club provided that:
  - 1. The General Membership must be provided any proposed amendments and/or revisions to the ByLaws at least 30 days prior to a scheduled vote on the proposed changes.

2. No additions or revisions to the proposed amendments to the ByLaws shall be made 7 days prior to the membership vote.
- C. Notice of proposed amendments to the ByLaws shall be made by email or on the LHABC website.

#### **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Lake Highlands Area Band Club in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **ARTICLE XV. INDEMNIFICATION**

Each elected and appointed Officer (including appointed committee chairpersons), or former Officer, of this Band Club and their legal representatives shall be indemnified by this Band Club against liabilities, expenses, counsel fees and costs reasonably incurred by them or their estate in connection with or arising out of any action, suit, proceeding or claim in which they are made a party by reason of their being or having been such Officer and any actions taken or omitted in such capacity to the greatest extent permitted under the Texas Non-Profit Corporation Act.

#### **ARTICLE XVI. INSURANCE, BONDING AND OFFICERS LIABILITY**

The Treasurer shall obtain all necessary liability, bonding and Officers' liability coverage to reasonably protect its organization from insurable events.

Addendum: The updates to these bylaws shall go into effect at the next term (June 1) after approval.

Last Revision May 8, 2018