

BY-LAWS

LAKE TRAVIS CHOIR PARENTS, INC.

A NON-PROFIT CORPORATION

Article I – Name of Corporation

The organization shall be a corporate non-profit body chartered in the State of Texas, with the name Lake Travis Choir Parents, Inc. hereinafter called the Corporation.

Article II – Purpose

The Corporation shall be organized and operated to support the Lake Travis High School (LTHS) choir program of the Lake Travis Independent School District (LTISD), Austin, Texas and will operate in accordance with the University Interscholastic League (UIL) Booster Club Guidelines.

Article III – Duration

The duration of the Corporation's existence shall be perpetual.

Article IV – Membership

Membership shall be available to LTHS choir students, and their parent(s) or guardian(s), Honorary membership may be bestowed at the discretion of the Board of Directors.

Article V – Meetings of the Members

Section 1. Annual Meeting. The regular annual meeting of the members of the Corporation shall be held in April or May of each year and elections will be held during this meeting for the following year's Board of Directors. Notice of the annual meeting to all members shall be necessary and no less than ten days prior to the meeting date. The annual meeting notice must announce the election.

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

Section 3. Quorum. Two 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 in the LTHS choir classroom unless otherwise designated. Five days' notice shall be given if change of venue is needed.

Section 5. Regular meetings of the Corporation shall be held in the months of September through June, time and date to be established by Board of Directors at its first meeting of the year. Five days' notice shall be given if change of date is needed.

Article VI – Board of Directors

Section 1. Number and Term of Office. The Board of Directors shall manage the business and affairs of the Corporation and shall be composed of the President, Vice President, Vice President of Events, Vice President of Hospitality, Vice President of Student Support, Treasurer, and Secretary. Each Director shall hold office from July 1 through June 30 or until resignation or incapacity to serve. The LTHS Choir Director(s) shall not be considered

an officer or member of the Booster Club. However, the LTHS Choir Director shall approve all student/school-related activities of the Booster Club in accordance with Board Policy GE (Local).

Section 2. Election. The Board of Directors shall be elected from among its members at the annual 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 in the LTHS choir classroom or at any time or place upon call by the President or, in his/her absence, the Treasurer, or upon 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 of the majority of the officers thereof and the district representative.

Section 5. Vacancy of Office. 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, the Vice President 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 Board of Directors, a Corporation member to assume the title and duties of the office for the remainder of the unexpired term. Such action shall be recorded into the minutes of the regular Corporation meeting.

Article VII – Officers of the Board of Directors

Section 1. Officers. The officers of the Corporation shall be a President, a Vice President, a Vice President of Events, a Vice President of Hospitality, a Vice President of Student Support, a Treasurer, and a Secretary. Each of the officers shall be a Corporation member elected by the members and each officer shall be a member of the Board of Directors. Only one member of a family may serve as an officer at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one.

Section 2. Election and Term of Office. The officers of the Corporation shall be elected by the members at the annual meeting of members. 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. Each officer shall hold office from July 1 through June 30 or until he/she resigns or incapacity to serve. There is a two-year maximum term that members may serve in roles as the President or Treasurer. An exception to the term limit may be made in the event that there is no other candidate running for office.

Section 3. Vacancy of Office. A vacancy occurs upon the resignation or incapacity to serve of one of the officers of the Corporation. In the event of a vacancy in the office of President, the Vice President 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 Board of Directors, a Corporation member to assume the title and duties of the office for the remainder of the unexpired term. Such action shall be recorded into the minutes on the next regular Corporation meeting.

Section 4. Duties of Officers.

- a) The President shall preside at all meetings of the Corporation and of the Board of Directors, serve as ex-officio member, shall be the official representative of the Corporation in all activities of the LTHS

choir, shall oversee fundraising efforts, shall be an alternate signor on the Corporation bank account, and shall perform other duties as required.

- 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 assist with fundraising efforts, shall be an alternate signor on the Corporation bank account, and shall perform other duties as required.
- c) The Vice President of Events shall coordinate the main fundraising events and the end of year banquet of the booster club.
- d) The Vice President of Hospitality shall coordinate the student meals before concerts and assist with other events where meals or other food may be served – though does not bear responsibility for meals served at the fundraising events and the banquet.
- e) The Vice President of Student Support shall coordinate activities that support students throughout the year, such as uniform distribution and collection in the fall and spring, UIL Treat Bags in the fall and spring, and senior recognition.
- f) The Treasurer shall be custodian of the Corporation funds and primary signor on the Corporation bank account. He/she shall receive all monies that have been verified by another person with a deposit form, pay all bills as provided for in the operating budget or approved by the Board of Directors, keep all vouchers for all disbursements and income together with a correct record of same, make a financial report to the Corporation at each regular meeting, participate in the preparation of the Corporation budget and tax returns, present the books for audit at the end of the term, and shall perform other duties as required.
- g) The Secretary shall record and be the custodian of the minutes of all meetings of the Corporation and of the Board of Directors, conduct and maintain records of Corporation correspondence, approve monthly bank reconciliations, and shall perform other duties as required.
- h) The LTHS Choir Director will serve in an advisory role, apprise the officers and members of all choir activities, aid in communication to the LTHS choir, obtain district approval over fundraising, provide a wish-list for budget approval, and will insure Corporation funds are used to support school activities per UIL booster guidelines.

Article VIII – Standing Committee.

Section 1. Special 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 IX – Finance

Section 1. The fiscal year of the club shall be July 1 to June 30.

Section 2. Budget. The Corporation's operating budget for the fiscal year, upon recommendation of the Board of Directors, shall be submitted for approval to the membership at the first general membership meeting of the school year.

Section 3. Finance.

- a) An annual audit shall be conducted after the close of the fiscal year, during the month of July, by at least two (2) volunteers from the Corporation excluding outgoing board members.
- b) No indebtedness in excess of \$300.00 over amounts provided for in the budget shall be incurred by the Corporation, except upon recommendation of the general membership.

- c) All Corporation funds will be maintained in federally insured financial institutions, and may be withdrawn by the signature of the Treasurer, and one signature of the President or Vice President.
- d) All funds and assets of the Corporation shall at all times be the vested property of the Corporation for the stated purpose of the Corporation. No member or group of members shall have any severable right to all or any part of such funds or assets.

Amended August 2019