

BY-LAWS
LAKE TRAVIS BAND 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 Band Parents, Inc., hereinafter called the Corporation.

Article II—Purpose

The Corporation shall be organized and operated to support the band program of the Lake Travis Independent School District, Austin, Texas.

Article III—Duration

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

Article IV—Membership

Membership shall be available to any parent or guardian of any member of the band program of the Lake Travis Independent School District and to anyone who is interested. 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 May 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. Ten 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 band hall of Lake Travis High School unless otherwise designated.

Section 5. Regular meetings of the Corporation shall be held in the

months of August through May, time and date to be established by Executive Board 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(s), Vice President(s), Treasurer(s), Secretary(ies) and the Director(s) of Bands. Each Director shall hold office from June 1 through May 31.

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 June 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 of 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, 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 Executive Board, a Corporation 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 Corporation meeting.

Article VII—Officers

Section 1. Officers. The officers of the Corporation shall be a President or Co-Presidents, a Vice President or Co-Vice Presidents, a Secretary or Co-Secretaries and a Treasurer or Co-Treasurers. 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 Corporation shall be elected by the members at the April meeting of members. Each officer shall hold office until his successor shall be duly elected or until his death or until he resigns.

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 Executive Board, a Corporation 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 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 Executive Board, serve as ex-officio member of all committees except the nominating committee, shall be the official representative of the Corporation in all activities of Lake Travis High School, and shall perform other duties usually pertaining to the office. The President shall appoint the chairmen 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 Corporation and of the Executive Board, conduct and maintain records of Corporation correspondence, and perform such other duties as delegated by the President.
- d) The Treasurer shall be custodian of the Corporation 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 Corporation at each regular meeting, participate in the preparation of the Corporation budget, present the books for audit at the end of the term, and perform such other duties as are requested by the President.

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 June 1 to May 31.

Section 2. Budget. The Corporation'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 May 31 and June 30 by three 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 signatures of the Treasurer or 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 May 7, 2008)