

SEVEN LAKES HIGH SCHOOL BAND BOOSTERS, INC.

BY-LAWS

(Revised April 21, 2020)

ARTICLE I. NAME

The name of the organization shall be the Seven Lakes High School Band Boosters, Inc. (hereinafter referred to as the "Corporation").

ARTICLE II. REGISTERED OFFICE AND REGISTERED AGENT

The principal office of the Corporation, in the State of Texas, shall be located at 9251 South Fry Road, Katy, TX 77494, County of Fort Bend. The Corporation shall have and continuously maintain in the State of Texas a registered office and a registered agent as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Corporation in the State of Texas, and the address of the registered office may be changed from time to time by majority vote of the Members.

ARTICLE III. PURPOSE

The purpose of the organization will be to provide financial assistance and spontaneous service to the band program at Seven Lakes High School located in Katy, Texas. The organization shall promote a positive image to the students, aid in the development of student involvement and leadership, support the school's curriculum and activities, assist and support the band director, as well as other objectives that are necessary, desirable, and consistent with the purposes as set forth above. The group shall operate within the laws of a true non-profit organization in that no part of its earnings shall inure to the benefit of an individual or group of individuals. All financial distributions shall be made for the furtherance of one or more of the purposes above.

ARTICLE IV. MEMBERS

Section 1. Membership in the Band Boosters shall be open without discrimination to anyone who believes in and supports the mission and purposes of this Corporation. There are three levels of membership for this Corporation.

- a. Parent Membership. Parents or guardians of students who are actively enrolled in the Seven Lakes High School Band will be eligible for membership in the Corporation.
- b. Fan Club Membership. This membership includes those individuals from the community, past members, alumni, or family members who desire to support the mission and purposes of the Corporation. They will be eligible for membership in the Corporation. Fan Club members will pay dues, but do not have voting privileges.
- c. Honorary Membership. Honorary members may be elected by the Executive Board (hereinafter referred to as the "Board") of the Corporation. This membership is generally reserved for alumni, past members, and those who have made a significant contribution to the band program but do not have a child in the band. Honorary members do not have voting privileges and do not pay dues.

Section 2. All eligible members meeting the above qualifications will be required to pay the yearly dues that will be established by the Board. Members will not be considered active until such dues are paid.

Section 3. Active parent members shall be entitled to vote. One vote per household.

Section 4. Only active members with a child or children in the band shall be entitled to hold a Board position.

ARTICLE V. BOARD

Section 1. The affairs of the Corporation shall be managed by the Board Officers including, without limitation, the hiring, dismissal and retention of any or all of the officers and/or employees of the Corporation.

Section 2. The Board will be elected by General Membership to fill the officer positions. Each office, with the exception of Lead Treasurer, can (but is not required to) be occupied by a two-member team (which may include a family unit team.) Though a two-member team may hold an office, each office has only one vote on the Board. Either member may execute actions duly approved by the Board and outlined in the duties of the job as defined in these bylaws.

Section 3. The number of Board members may be altered from time to time by resolution duly adopted by the Members of this Corporation; however, at no time shall the number of Board Members be less than five (5).

Section 4. Meetings of the Board shall be held prior to each General Membership meeting. The Board meeting may be waived if the President determines there is no old or new business that needs to be brought to the General Membership and Board.

Section 5. Special meetings of the Board may be called by or at the request of the President or any two (2) Board Members. The location of these special meetings may be held either within or outside the State of Texas. Notice of the special meetings of the Board of Officers shall be given at least 24 hours prior by written notice delivered personally, sent by mail, fax, or e-mail to each Board Member at his address as shown by the records of the Corporation.

Section 6. At all meetings of the Board the presence of at least a majority of the voting Board Members then in office shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 7. Any vacancy on the Board, including the addition of board positions, shall be filled by the majority vote of the Board Members then remaining in office. A Board Member elected to fill a vacancy shall be elected for the un-expired term of his predecessor in office.

Section 8. Board Members as such shall not receive any compensation for their services as it pertains to their services on the Board.

Section 9. In special circumstances, when authorization for action is needed outside the regular convened meeting times, the executive board may vote by phone, email or other electronic means if authorized by the President. Members shall have at least 24 hours to cast their votes, with the voting deadline being specified by the President. If the majority vote of the entire board is required for adoption, the vote will be recorded in the minutes of the next regular meeting of the executive board.

Section 10. Any Board Member may be removed with justifiable cause at any meeting of the Board Members of the Corporation by the affirmative vote of a majority of all of such Board Members at a meeting held at the Registered Office.

Section 11. Duties of the Board shall be to:

- a. Transact necessary business in the intervals between Corporation meetings and ensure that all officers are carrying out the duties of their office as described by these bylaws and standing rules.
- b. Approve fundraisers of the Corporation.
- c. Prepare and submit a budget for the year to the membership for adoption, and any amendments needed throughout the fiscal year.
- d. Approve voucher signing authority for expenses.
- e. Declare and duly record tax-free fundraising events in the minutes of the Board and General Membership meetings.
- f. Attend, participate, and come prepared to called meetings.

ARTICLE VI. OFFICERS

Section 1. The officers of the Corporation shall be President, Vice President of Membership, Vice President of Ways and Means, Vice President of Chaperones, Vice President of Uniforms, Vice President of Apparel, Lead Treasurer, Secretary, Vice President of Hospitality, Parliamentarian, and Band Director.

Section 2. Additional offices and/or officers may be created by the Board as deemed necessary, but must be voted on by the General Membership prior to taking office.

Section 3. All Board Officers shall be elected annually to a one-year term of office by a majority vote of the membership. This election shall take place at the regularly scheduled General Membership meeting in April and shall be effective June 1st of that year. The Board Officers shall serve from June 1 to May 31 for a period of one year. No business of the Corporation may occur after June 1 of any given year unless the Board Officers have been elected. This term of office shall coincide with the fiscal year of the Corporation. Transition for all offices will occur between May 1 and May 31.

Section 4. At the February Board meeting, a Nominating Committee shall be appointed by the President, with input from the Band Director. The Nominating Committee will be comprised of the Band Director, two Executive Board and two non-board members representing grade levels 9, 10, and 11. With the exception of the Band Director, no individual can serve as a Nominating Committee Representative two years in a row. The Nominating Committee members shall be presented to the General Membership at the February meeting for approval.

Section 5. A slate of officers for the following year shall be presented to the General Membership at the April meeting, at which time additional nominations may be made from the floor. While all officers must have a child or children in the band and be a member of this Corporation, this provision does not apply at the time the slate of officers is presented nor does it apply at the time of the election. These requirements are enforced at the time the new officers

take office (June 1). The President of the Corporation must have been a previous Seven Lakes High School Band Booster, Inc. Board member.

If there is but one candidate for any office, upon adoption of a motion from the floor, the election of that office may be by voice. Where there is more than one candidate for any given office, elections will be held by ballot vote.

Section 6. No officer shall serve more than two elected consecutive terms in the same position without approval by a two-thirds majority vote by the General Membership.

ARTICLE VII. OPERATING PROCEDURES

Section 1. The fiscal year of the Corporation shall begin on the first day of June and end on the last day in May of the following year.

Section 2. At the April meeting, the President will appoint a three-person audit committee, who are not authorized signers on the bank account, to review the corporation's financial records. This review shall occur after the close of the fiscal year. The records shall be returned to the newly elected Lead Treasurer and Co-Treasurer within 45 days of the close of the prior fiscal year. A list of the required audit procedures is outlined in the Standing Rules.

Section 3. In the absence of the President or in the event of the President's inability or refusal to execute actions approved by the Board, the Vice President of Membership shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform the duties from time to time as may be assigned by the President and/or the Board.

Section 4. The President, Lead Treasurer, and Co-Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties, as the Board shall determine. The Lead Treasurer and Co-Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation, receive and give receipts for money due and payable to the Corporation from any source whatever, and deposit all such sums in the name of the Corporation in such banks, trust companies, or other depositories. In general, the Treasurer will perform all the duties incident to the office of the Treasurer and such other duties as may be assigned by the President and /or by the Board.

ARTICLE VIII. OFFICER DUTIES

All executive board members shall be members of this Corporation. Executive board members shall: prepare a Plan of Work (POW) for their respective position, maintain a procedure book or electronic document(s) with details pertaining to their position to be passed on to their successor within fifteen (15) days of vacating their office, and attend the monthly executive board meetings and be prepared to report on the progress of their position.

Section 1. The President shall:

- a. Preside at all meetings of the Board and General Membership.
- b. Establish that a quorum is present at each meeting.

- c. Appoint all Committee Chairpersons, subject to Board approval, and be an ex-officio member of all committees, excluding the Audit Committee.
- d. Oversee the work of the Officers and committees to stay focused on the Purpose of this Corporation.
- e. Be the only Officer authorized to sign a contract on behalf of the Corporation as authorized by the Board.
- f. Appoint the chair of each standing committee and special committee, subject to the approval of the executive board, unless otherwise provided in these bylaws.
- g. Be authorized to sign on bank account.

Section 2. The Vice President of Membership shall:

- a. Be chairman of any and all membership campaign drives.
- b. Pursue corporate memberships and ensure delivery of benefits of corporate membership levels.
- c. Maintain and report to executive board the membership list.
- d. Coordinate appointment of Honorary Members.
- e. Coordinate membership level benefits and delivery of those benefits.
- f. Preside at meetings in the absence of the President.
- g. Act as aide to the President.
- h. Perform other duties as assigned by the President or by vote of the Board.
- i. Recruit new members.

Section 3. The Vice President of Ways and Means shall:

- a. Recommend fundraising activities to the Board and General Membership.
- b. Track monies due from students for consignment items sold.
- c. Coordinate smooth operation of fundraising activities.
- d. Report monthly to the Board.
- e. Be authorized to sign on bank account (Both Vice Presidents of Ways and Means if applicable).

Section 4. The Vice President of Uniforms shall:

- a. Ensure the availability and maintenance of uniforms, uniform parts, and accessories.

- b. Chair the Uniform Committee

- c. Be authorized to sign on bank account. (Marching Uniform Vice President only).

Section 5. The Vice President of Chaperones shall:

- a. Be in charge of chaperones for marching and other band activities.
- b. Create and maintain chaperone standards.
- c. Ensure that all band events have adequate chaperones present.
- d. Coordinate completion of medical forms for each band student and provide medical kits to chaperones for band activities.
- e. Be authorized to sign on bank account (one Chaperone Vice President only).

Section 6. The Vice President of Apparel shall:

- a. Coordinate the purchase of all required Marching Band and Color Guard apparel.
- b. Coordinate the purchase of all Spirit Wear merchandise.
- c. Keep and maintain an inventory of all apparel items.
- d. Keep and maintain a sales summary of all items sold.
- e. Keep and maintain an expense summary of all items purchased.
- f. Coordinate the delivery of all items purchased.
- g. Coordinate sales for all Spirit Wear events and special events as needed.
- h. Manage pricing, markdown, and clearance of all items, as appropriate.
- i. Be authorized to sign on bank account.

Section 7. The Vice President of Hospitality shall:

- a. Be in charge of hospitality for all Corporation meetings and events.

- b. Keep and maintain an expense summary of all purchases.

- c. Be responsible for all arrangements associated with annual banquet.
- d. Seek donations for food, beverages, etc. to support hospitality needs.

- e. Coordinate and arrange necessary meals for band members.
- f. Be authorized to sign on bank account.

Section 8. The Lead Treasurer shall:

- a. Have custody of all the funds of the Corporation.
- b. Keep books of account and records, including bank statements, receipts, budget, invoices, paid receipts and canceled checks for five years to be archived at a place determined by the Board.
- c. Make disbursements in accordance with the budget adopted by the membership.
- d. Present a financial statement at general meetings, Board meetings, and at other times when requested by the Corporation or Board.
- e. Make a full report at the end of the fiscal year.
- f. Submit books to the Auditing Committee as requested.
- g. Coordinate with the Board the establishment of the annual budget to be presented at the last General Membership meeting of the year by the new Lead Treasurer.
- h. File IRS tax returns annually.
- i. File Sales tax reports at intervals required by the State of Texas Comptrollers office.
- j. Ensure collection of any monies owed to the Corporation and provide monthly report of outstanding monies owed.
- k. Communicate fees and submission deadlines in timely manner to band families.
- l. Ensure the execution of Article XIV of bylaws and standing rules.
- m. Be authorized to sign on the bank account.

Section 9. The Secretary shall:

- a. Record the minutes of all meetings of the Corporation.
- b. Have a current copy of the bylaws.
- c. Perform necessary Corporation correspondence.
- d. Collect and preserve documents relating to the history of the Corporation.
- e. Confirm that all executive board members have signed the Conflict of Interest Policy.
- f. Confirm that all executive board members have signed the Whistleblower Policy.

- g. Not be a member of the audit committee.
- h. Perform other duties as assigned by the President or Board.

Section 10. The Parliamentarian shall:

- a. Advise President or duly appointed officer when Parliamentary procedures are in conflict with Robert's Rules of Order Newly Revised Edition.
- b. Vote only when the vote is by ballot.
- c. Chair the bylaw committee.

Section 11. The Band Director shall:

- a. Attend all meetings of the Corporation or send a non-voting representative.
- b. Meet regularly with the President.
- c. Inform the executive board about appropriate band program plans and needs.

ARTICLE IX. MEETINGS

Section 1. Regular quarterly meetings of the Board shall be held at the discretion of the President. General Membership meetings will require a seven (7) day notice to change.

Section 2. There shall be a minimum of four (4) General Membership meetings held in a fiscal year. A calendar of meetings shall be published for the next school year at the final General Membership meeting. The calendar shall also be published on the Seven Lakes High School Band Booster, Inc. website. The day, time and/or location of the regular meeting may be changed if it conflicts with a school program, concert, or commencement.

Section 3. The President of the Corporation may call special General Membership meetings.

Section 4. Meetings of the Seven Lakes High School Band Boosters, Inc. shall be open to all members.

Section 5. A quorum shall consist of 10 active members.

ARTICLE X. COMMITTEES

Section 1. Committee Chairpersons shall hold office for a period of one (1) year or for a term specified by the Board, commencing immediately following appointment. If a vacancy shall occur (by removal or resignation), the Board shall appoint a member in good standing to fill the vacancy. Each Chairperson:

- a. Shall periodically report on the activities of their committee.
- b. Shall perform any additional duties requested by the Board.

Section 2. The Board shall establish committees as necessary to further the goals of the Corporation.

- a. The Board shall determine the purpose, scope and responsibilities of each committee.
- b. Each committee shall have a chairperson, selected by the Board, responsible for the orderly conduct of its business. Membership for each committee shall consist of volunteers from the membership of the Corporation.
- c. Each committee shall hold as many meetings as it deems necessary and shall periodically report to the Board on its activities.
- d. Each committee shall be bound by the bylaws of the Corporation. No committee may expend or commit to expend funds of the Corporation without the approval of the Board.
- e. It will be the responsibility of the Board to make any changes in the duties of any committee chairperson.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, revised, shall govern this Corporation in all cases when they are not in conflict with the bylaws of this Corporation.

ARTICLE XII. AMENDMENTS

Section 1. These Bylaws can be amended at any regular membership meeting so long as the following applies: a quorum is present at the meeting, the amendment passes by 2/3 majority, and the proposed amendment has been submitted in writing at the previous regular membership meeting.

ARTICLE XIII. FINANCES

Section 1. Accounting of the funds of the Corporation shall be on a fiscal year basis running from June 1 through May 31. The financial records must be reviewed by the audit committee yearly and turned over to the elected Lead Treasurer and Co-Treasurer within 45 days of the close of the prior fiscal year.

Section 2. The Treasurer shall deposit and disburse funds according to the Bylaws of the Corporation.

Section 3. The Corporation shall derive its revenue from contributions and such other activities of the Seven Lakes High School Band Boosters, Inc.

Section 4. All funds shall be disbursed by check with two (2) signatures. Those authorized to sign checks are assigned under duties Article IX. No two (2) members of the same household

may be authorized to sign checks. All checks shall have the signature of the Lead Treasurer, Co-Treasurer, or approved designee. Any requests over two thousand dollars must be approved in writing or signed by the President.

Section 5. All funds shall be used for the furtherance of the Seven Lakes High School Band.

Section 6. All funds of the Corporation shall be deposited at such federally insured financial institution as agreed upon by the Board

Section 7. Any check made payable to this Corporation that is returned as non-sufficient funds (NSF) will be re-deposited one time. Any charges incurred by the Corporation because of insufficient funds shall be charged to the check writer. This Corporation reserves the right to refuse subsequent checks from the check writer and will require cash or PayPal for payment.

Section 8. This Corporation shall reimburse allowable, budgeted expenses to members who submit a payment request with receipts, invoice, or other proper documentation to the Treasurer within sixty (60) days of the event or within ten (10) days of the end of the fiscal year, whichever comes first.

Section 9. The Executive Board shall determine the disbursement of the keys to the band safe.

Section 10. The band safe shall be checked and deposits made at least once a week.

Section 11. No Board member or committee Chairperson may contractually bind the Corporation without Board approval.

Section 12. The Corporation shall not lend funds to anyone including an Officer, Band Director, or an employee.

Section 13. Credit Card Policy

A credit card provides Corporation President and Band Director with the ability to effectively and efficiently make purchases in relation to the Board of Directors approved Corporation budget.

I. Guidelines

- a. The Board of Directors will approve the issuance of (2) two Corporation credit cards.
- b. Credit cards will be issued in the name of the Band Director and presiding President.
- c. Current policy authorizes two users, the Band Director and the Corporation presiding President.
- d. The card will have a credit limit of \$20,000.
- e. The card may be used only for the purchase of goods or services for official business of the Corporation.
- f. All purchases will be within current budget line item amounts.
- g. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and Board Chair (treasurer) if it is lost or stolen.
- h. The person issued the card must immediately surrender the card to the current Board Chair (treasurer) when affiliation with the Corporation has ended.

- i. The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action, must surrender card immediately, and responsible for full payment of charges.

II. Report Requirements

Credit card statements, along with receipts for all items to be paid by the Corporation, will be reconciled on a monthly basis by the Treasurer. Receipts must show the date, purpose, and name(s) for which the expense was incurred.

The audit committee will semi-annually review the integrity of the credit card statements.

This Policy Approved by the Corporation Board of Directors 12/12/2017.

ARTICLE XIV. CONTRACTS

Section 1. The Board of Officers has the authority to authorize the President to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Any third party may rely upon the signature of the President of the Corporation in any such contract or instrument as the act and deed of the Corporation duly adopted by resolution of the Board. Only the President or designated Board member may commit to spending the Corporation's funds.

Section 2. The Board may accept on behalf of the Corporation any contribution, gift, donation, bequest, or devise for the general purpose or for any special purpose of the Corporation.

ARTICLE XV. INDEMNIFICATION

Section 1. The Corporation shall indemnify and advance expenses to any person who is or was an Officer the fullest extent that a Corporation may or is required to grant indemnification and advance expenses to an Officer under the Texas Non-Profit Corporation Act. The Corporation may indemnify and advance expense to any person who (i) is or was an officer, employee, or agent of the Corporation or (ii) serves or has served at the request of the Corporation as an officer, employee, agent, or similar functionary of another foreign or domestic corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan, or other enterprise or entity, to the fullest extent that a Corporation may or is required to grant indemnification and advance expenses to an officer under the Texas non-Profit Corporation Act; notwithstanding the foregoing, however the Corporation may indemnify and advance expenses to an officer, employee or agent, or any person who is identified in (ii) of the first clause of this sentence and who is not an officer to such further extent, consistent with law, as may be provided by the Corporation's Article of Incorporation, these Bylaws, general or specific action of the board of Directors, or by contract or as otherwise permitted or required by applicable law.

Section 2. The Corporation may purchase and maintain insurance, at its expense, to protect itself and any such Officer, employee, agent, or other person specified in these Bylaws against any liability asserted against him and incurred by him in such capacity or arising out of his status as such a person, whether or not the Corporation would have the power to indemnify him against such liability under the Texas Non-Profit Corporation Act.

Section 3. To the fullest extent permitted by the Texas Miscellaneous Corporation Laws Act and/or the Texas Non-Profit Corporation Act, as such statutes now exist or may hereafter be amended,

An Officer of the Corporation shall not be liable to the Corporation for monetary damages for an act or omission in the Officer's capacity as an Officer. Any repeal or modification of this Article 6.03 by the Member of the Corporation shall be prospective only and shall not adversely affect any limitation on the personal liability of an Officer of the Corporation existing at or prior to the time of such repeal or modification.

ARTICLE XVI. WAIVER OF NOTICE

Section 1. Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or these Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTILCE XVII. RELATIONSHIP TO SCHOOL

Section 1. All activities and programs of the Seven Lakes High School Band Boosters, Inc., in so far as they bear on students of the school, shall be under the supervision of the school. Furthermore, careful attention shall be given to the operation of Corporation activities to ensure compliance with rules of the University Interscholastic League (UIL) and the policies of Katy ISD.

Section 2. The Superintendent of Katy ISD and/or the Principal of Seven Lakes High School shall have veto power over the decisions and activities of the Seven Lakes High School Band Boosters, Inc.

Section 3. Only the Seven Lakes High School Band Boosters, Inc. shall have spending authority of Band Booster Funds.

THE UNDERSIGNED, being the President and Secretary of SEVEN LAKES HIGH SCHOOL BAND BOOSTERS, INC., DO HEREBY CERTIFY that the foregoing are the revised Bylaws of said Corporation, as adopted by the majority vote of the Members of the Corporation on the 21st day of April, 2020

Secretary

President

SEVEN LAKES HIGH SCHOOL BAND BOOSTERS, INC.

BY-LAWS

Standing Rules

I. FINANCIAL

1. Audit Procedures will not be limited to and shall require the following:
 - a. Review of all deposits.
 - b. Verification that all deposits and expenses are properly classified.
 - c. Verification that all expenses were properly approved.
 - d. Verification that all checks were properly signed.

- e. Verification that Sales Tax reports were properly completed and filed with the State Comptrollers Office.
 - f. Verification that the Annual Tax Return (Form 990) has been filed.
 - g. Review of the annual report prepared by the Lead Treasurer.
 - h. Submission of a summary of findings to the Board.
2. Deposits shall be made weekly and with the presence of the Treasurer or Co-Treasurer.
3. Membership dues, levels, and amounts to be determined annually by the board.
- a. For example:
 - i. Family Memberships
 - a) General Membership \$50
 - b) Concert Level Membership \$125
 - c) Composer Level Membership \$250
 - d) Conductor Level Membership \$500
 - e) Maestro Level Membership \$750
 - ii. Corporate Memberships
 - a) Purpose Membership \$500
 - b) Unity Membership \$1,000
 - c) Training Membership \$2500
 - d) Focus Membership \$5000
 - e) Spartan Membership \$10,000
 - b. Benefits of each membership level will be determined annually by the board and posted online.

II. STANDING COMMITTEES

Standing committee chairs are appointed by the executive board and are not required to, but are encouraged to attend executive board meetings. Chairs of these committees do not have voting rights and do not count towards quorum. Committee chairs shall prepare a Plan of Work (POW) for their respective position and maintain a procedure book or electronic document(s) with details pertaining to their position to be passed on to their successor within fifteen (15) days of vacating their office. These individuals shall be responsible for attending the first board meeting of the year and shall report on their activities to the board. These members cannot enter into discussion during board meetings unless invited to do so.

Section 1. The Co-Treasurer shall:

- a. Replace the Lead Treasurer should the office become vacated, until the next election.
- b. Make and record deposits as directed by the lead Treasurer.
- c. Update student financial information.
- d. Provide accounting for all self-funding and fundraising events.
- e. Make available to the Lead Treasurer all information for the Lead Treasurer to prepare all monthly reports for the Corporation, Board, and general meetings.

Section 2. The Communications Coordinator shall:

- a. Perform publicity functions for the Corporation.
- b. Serve as Historian.
- c. Establish and initiate a communication tree when requested.
- d. Establish and maintain a website.
- e. Coordinate communications via Band media.

Section 3. The Guard Coordinator shall:

- a. Coordinate the activities for the Seven Lakes Color and Winter Guards with the Board and Directors.
- b. Assist the Directors with requests as needed.
- c. Schedule chaperones for Winter Guard Contest and Trips.
- d. Communicate all of the Guard activities with the Communications Coordinator.
- e. Report to the Board and Boosters the activities of the Guard.

Section 4. The Percussion Coordinator shall:

- a. Coordinate the activities and events for the Percussion Ensembles with the Board and Directors.
- b. Assist the Directors with requests as needed.
- c. Schedule Chaperones for Percussion Contests and Trips.
- d. Communicate all of the Percussion activities with the Communications Coordinator.
- e. Report to the Board and Boosters the activities of the Percussion Ensembles.

Section 5. The Volunteer Coordinator shall:

- a. Coordinate volunteers as requested by the executive board.
- b. Communicate volunteer needs and activities with the Communications Coordinator.

III. SPECIAL COMMITTEES

Section 1. Honorary Membership Nominating Committee

- a. This committee shall be composed of the Vice President of Membership (as chair) and at least two (2) additional members of the Corporation appointed by the President.

- b. This committee shall be responsible for:
 - i. Selecting individuals for recognition by awarding an Honorary Membership Award.
 - ii. Secure certificate(s) as the budget allows.

Section 2. Bylaws/Standing Rules Committee

- a. This committee shall be composed of at least 5 members including the Parliamentarian (as chair), the president, the band director, and at least two other booster club members appointed by the president, subject to the approval of the executive board.

- b. This committee shall be formed at least every 3 years to review current bylaws and standing rules as submitted to the Corporation, or whenever it is deemed necessary by the president.