

BYLAWS OF THE LIBERTY BAND BOOSTERS

ARTICLE I - NAME

Section 1.1 Name

- A. The name of this organization shall be **LIBERTY BAND BOOSTERS**.
- B. The principal location of the **LIBERTY BAND BOOSTERS** shall be Liberty High School, 7445 NW Wagon Way, Hillsboro, OR 97124.
- C. For the purpose of these Bylaws only, the **LIBERTY BAND BOOSTERS** shall be referred to as *LBB* or the *Organization*.

ARTICLE II - PURPOSE

Section 2.1 Registration

- A. The LBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c)3 of the Internal Revenue Code.

Section 2.2 Purposes

- A. The purposes of this Organization are:
 - 1. To provide support for Liberty High School band programs in the form of volunteering, fundraising, and maintaining records.
 - 2. To work in cooperation with the members of the school district and public and private entities to support and encourage the development of progressive music education programs.
 - 3. To provide financial support, accept and disburse funds, and otherwise assist the entire band membership through cooperation with and guidance from Band Director(s).
 - 4. To be organized exclusively for charitable and educational purposes.
 - 5. To support the Band Director (Advisor) and staff to ensure that they have the maximum amount of time to spend with the students
 - 6. Other purposes as voted by members, subject to such limitations as prescribed by law.

Section 2.3 Term of Existence

- A. The Term of Existence of the LBB is perpetual.

ARTICLE III - MEMBERSHIP

Section 3.1 Types of Members

- A. GENERAL MEMBERS: All parents/guardians of students enrolled in and alumni up to one year after graduating from the band or colorguard programs of Liberty High School shall be considered members.
 - 1. If the Band Director (Advisor) has a child in the band or colorguard, then the Band Director (Advisor) will have a vote at General Membership meetings.
- B. ASSOCIATE MEMBERS: Any person, business or corporation interested in the purpose of the LBB may become an Associate Member with the approval of the Board of Directors.
- C. Transfer of Membership: General membership in this organization is not transferrable or assignable.

Section 3.2 Membership Roster

- A. An official membership roster shall be kept by the LBB. The roster shall be as current as is reasonably practical under the circumstances.
- B. An annual enrollment of members shall be conducted at the beginning of the school year. New Members may be accepted at any time.

Section 3.3 Regular Meetings of the Membership

- A. The LBB holds General Membership Meetings generally for the purposes of communicating information to members about the upcoming season and to vote on key LBB governance items like electing Board members and approving the budget. The specific list of meetings is listed in the LBB Policies.
- B. Notice stating the date, time and location, and the purpose for which the meeting is called of any meeting of the Membership, shall be broadcast by the LBB using any one of the Organization's usual communication means to each Member entitled to vote at the meeting not less than 7 days before the meeting date.

Section 3.4 Special Meetings of the Membership

- A. The President, or one quarter of the Board of Directors, or one quarter of the general membership may call for a special meeting of the Membership.
- B. Special meetings of the Membership will be run by the Board of Directors and official minutes taken of such meeting for recording by the Secretary of the LBB.
- C. Notice stating the date, time and location, and the purpose for which the special meeting is called shall be broadcast by the LBB to each member entitled to vote at the meeting not less than ten nor more than thirty days before the date of the meeting, using at least two of the Organization's usual communication means to each member entitled to vote.

Section 3.5 Quorum of the Membership

- A. For valid Regular and Special General Membership meetings a simple majority of the members of the currently filled Board of Director positions and any number of General Members shall constitute a quorum.
- B. The method of voting (e.g., secret or open ballot) is at the discretion of the President.

Section 3.6 Voting

- A. Each General Member shall be entitled to one vote on each matter submitted to a vote of the General Members at a meeting of the General Membership.
 - 1. General Members vote on candidates for Board of Directors positions, and on matters referred by the Board to the General Membership.
- B. As it is critical for General Members to participate in the discussion around a matter being considered for a vote in order to make an informed choice, General Members must be present at the meeting to vote. Voting by Proxy is not allowed for General Membership votes.
- C. A General Member's voting privileges are suspended when they have a balance due from a prior school year's season. The Treasurer communicates this status to the person conducting the vote.
- D. Associate Members may attend meetings but do not have voting privileges.

Section 3.7 Special Provisions in Time of Emergency

- A. During a pandemic, natural disaster, or other official state of emergency. The Board has authority to make specific changes, after reaching a majority consensus on the changes and documenting the decisions either by email vote or published minutes from a meeting. Possible changes include: meeting times, meeting locations, meeting methods, canceling meetings, and for elections: date, time, location or format (i.e., technological means or in-person). Notice of the changes should be made public to the band community as soon as possible, and disseminated via email, and social media platforms.

ARTICLE IV - MANAGEMENT

Section 4.1 Board of Directors

- A. The business and property of the LBB shall be managed by the Board of Directors consisting of the Officers of this Organization plus the Director of the Band Program at Liberty High School who shall be the Advisor.

Section 4.2 Term of Office

- A. LBB Board positions are not term limited.

Section 4.3 Election

- A. The Elected Officers of the Board of Directors shall be elected by a simple majority vote of a quorum of the General Membership in the May meeting of the General Membership.
- B. Any General Member with fees current as defined in Section 6 may be nominated to run for elected Office.
- C. Any General Member may suggest a nominee.
- D. Nomination to run for elected office shall be by consent of the nominee.
- E. The Appointed Officers of the Board of Directors shall be selected by a simple majority vote of a quorum of the Elected Officers.

Section 4.4 Regular Board Meetings

- A. The Board of Directors shall hold regular meetings at a time and place to be determined by the President.

Section 4.5 Special Board Meetings

- A. The President or the majority of the Board of Directors may call special meetings of the Board of Directors as needed for the competent management of the Organization.

Section 4.6 Notice of Regular or Special Meetings

- A. Notice of Regular or Special meetings of the Board of Directors shall be given in any manner calculated to inform each Officer of the place, date and time thereof, and whenever possible, at least five days in advance of the meeting. Notice may be given to the Officers at a preceding meeting or by mail, telephone, electronic mail or posting, or in person.
- B. Attendance of an Officer at any meeting shall constitute a waiver of notice of such meeting.
- C. Neither the business to be transacted at nor the purpose of any Regular or Special meeting of the Board of Directors is required to be specified in the notice or waiver of notice of such a meeting.

Section 4.7 Quorum of the Board of Directors

- A. For valid Board meetings a simple majority of the members of the currently filled Board of Director positions shall constitute a quorum.
- B. For a vote of just the Elected Board Members, a simple majority of the members of the currently filled Board of Director elected positions shall constitute a quorum.

Section 4.8 Voting

- A. The Officers of the Board of Directors, as chosen by their peers, vote on issues of concern that arise throughout the year. Each Officer of the Board of Directors having voting privileges shall have one vote in matters coming before that Board, regardless of the number of Board roles that Officer fulfills.
- B. A simple majority of the votes cast by the officers of the Board of Directors at a meeting where a quorum is present shall be the action of the Board of Directors.
- C. Voting by Email: Because items will come to the attention of Officers that must be dealt with before the next regularly scheduled Board meeting, a Board Member can initiate a vote by email.
 - 1. For a vote by email, the entire voting process is conducted over email. For cases where an Officer will not be present for a vote, see instead Proxy Voting.
 - 2. Voting by email is allowed for votes by Board Members only.
 - 3. A vote by email must have specific details of the proposal and must be emailed in a group format to all Board Members together.
 - 4. Approval will require a vote of 1 more than two-thirds of the filled Board of Directors positions.
 - 5. The President or their delegate shall declare the result of the vote.
 - 6. Evidence of the outcome of a successful vote will be communicated and recorded into the minutes at the next regularly scheduled Board meeting.
- D. Proxy Voting:

1. Voting by Proxy is allowed only for Board Membership votes, and only when the matter has been discussed at a prior Board Meeting with the person submitting the proxy vote having been present for that discussion.
2. The use of Proxy Voting is intended for emergency situations only. For this reason Voting by Proxy is not allowed by a member at consecutive meetings, unless prior approval is granted by the Board of Directors.
3. The officer voting by proxy shall provide their vote in writing with their signature (eg a signed paper, or email directly from their account) directly to the President (or designated Officer presiding over the vote) no later than 4 hours before the meeting where the vote will occur. If the intent of the vote cannot be clearly understood, the authenticity of the vote is in question, or the vote is not received by the designated Officer presiding over the meeting in time, the proxy vote shall not count.

Section 4.9 Removal

- A. Attendance: It is the duty of all Board Members to attend every Board Meeting. In the event that an Officer is unable to attend a Board Meeting it is his or her responsibility to inform the President and convey an update for the President to present at the meeting on their behalf. Any member of the Board of Directors with an unexcused absence from three consecutive meetings, or five total meetings anytime during the fiscal year is subject to removal from office by majority vote of the Board of Directors.
- B. Negligence: A Board Member found to be in violation of these Bylaws or otherwise acting in a manner contrary to the purpose, goals, or effectiveness of the Organization may be removed by a majority vote of the Board of Directors where a quorum is present.

Section 4.10 Resignation

- A. Any member of the Board of Directors may resign from their position by delivering written notice to the Board of Directors. Unless the notice specifies a later effective date, a resignation notice shall be effective upon the earlier of (a) receipt or (b) five days after its deposit in the United States Mail, if mailed postpaid and correctly addressed. Once delivered a resignation notice is irrevocable unless permitted by the Board of Directors.

Section 4.11 Vacancies

- A. Any vacancy on the Board of Directors for elected or appointed position shall be designated to have occurred by reason of death, resignation or removal of an officer or for an elected Office that remains unfilled after the annual election.
- B. Any vacancy on the Board of Directors for elected or appointed position shall be filled by a majority vote of the Elected Board Members where a quorum is present. Such appointee shall serve during the remaining term of the officer whose position has become vacant or was not initially filled.

Section 4.12 Powers

- A. The Board of Directors shall have the power to decide matters not otherwise entrusted to the General Membership by these Bylaws and shall endeavor to solicit

views from and provide information to the membership relative to issues and decisions.

Section 4.13 Compensation

- A. Members of the Board of Directors may be compensated for expenses incurred in the performance of their duties as Board Members, subject to prior approval of the Organization's Board of Directors or the LBB adopted annual budget.

Section 4.14 Committees

- A. The President or Board of Directors may create one or more Committees as deemed necessary. The Committee shall perform only those duties assigned to them. They will be responsible to report to the Board of Directors and to the General Membership at the President's request. No action shall be completed without approval of the Board of Directors.
- B. The Board of Directors may appoint Officers of the Board of Directors to oversee or directly serve on any Committee. The President is an ex-officio member of every Committee. Each Committee shall have at least two members. The creation of a Committee and appointment of members to it must be approved by a majority vote at a meeting where a quorum is present. Subject to any limitation placed upon it by the Board of Directors or by law, each committee may exercise all the authority of the Board of Directors in the management of the LBB. A committee may not take any action that is prohibited by state or federal law.
- C. Subject to the provision of law, the Board of Directors shall have the power to change the number of members, fill vacancies, change members, change the function, and terminate the existence of a Committee.
- D. Each Committee shall conduct its meetings in accordance with the applicable provisions of these Bylaws. Each Committee shall adopt rules of conduct, keep minutes and records and appoint Subcommittees deemed appropriate.

ARTICLE V - OFFICERS

Section 5.1 Officers

- A. The Board of Directors shall consist of the following Officer positions:
 - 1. Elected Board Officer Positions: (year round)
 - a. President
 - b. Vice President of Operations
 - c. Treasurer
 - d. Vice President of Equipment
 - 2. Appointed Positions: (year round)
 - a. Vice President of Marching – Food
 - b. Vice President of Fundraising
 - c. Vice President of Volunteering
 - d. Vice President of Communications
 - 3. Elected Board Officer Positions: (majority of work is seasonal, but role applies year round)
 - a. Secretary

4. Appointed Positions: (majority of work is seasonal, but role applies year round)
 - a. Vice President of Marching / Concert Attire
 - b. Vice President of Winter Percussion
 - c. Vice President of Winterguard
5. Permanent Non-voting Positions:
 - b. Band Director - Advisor
6. Optional non-voting positions
 - a. Past President
 - b. Member at Large – to be defined by the Board as needed for that term
 - c. Webmaster
 - d. Student Representative

Section 5.2 President

- A. This is an Elected Board Officer Position (year round).
- B. The President shall preside at all General and Board of Director meetings.
- C. The President coordinates the work of Officers and Committees.
 1. See Section 4.14 for a description of the President's role in LBB Committees.
- D. The President does not make motions, and has no vote on any motion brought before the Board of Directors or the General Membership, unless there is a tie vote, in which case the President votes to break the tie.
- E. The President, acting under direction of the LBB Board of Directors or the General Membership, shall be the official representative of the LBB to the Administration of Liberty High School.
- F. The President serves as the primary contact between the Band Director (Advisor) and LBB Officers.
- G. The President is responsible for maintaining information about needed LBB operations which is to be passed on to the subsequent President in order to provide continuity and enable continuous improvement.
- H. The President will be granted "read only" access to the Quickbooks accounts for the purpose of periodic review of transactions/audit of books to provide oversight of accounting and protection for the Treasurer and for LBB against fraudulent activity.
- I. Budget: Discretionary Fund
- J. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.3 Vice President of Operations

- A. This is an Elected Board Officer Position (year round).
- B. The Vice President of Operations shall serve as aide to the President.
- C. The Vice President of Operations shall perform the duties of the President in the absence of that officer.
- D. The Vice President of Operations oversees LBB hosted shows, including interacting with NWAPA, facilities owners, and internally.
- E. The Vice President of Operations is responsible for maintaining and proposing updates to LBB Bylaws and Policies.

- F. The Vice President of Operations is responsible for maintaining information about the areas/events they oversee, which is to be passed on to the subsequent Vice President of Operations in order to provide continuity and enable continuous improvement.
- G. The President will be granted “read only” access to the Quickbooks accounts for the purpose of periodic review of transactions/audit of books to provide oversight of accounting and protection for the Treasurer and for LBB against fraudulent activity.
- H. The Vice President of Operations may be assigned other duties by the Board of Directors or the President.
- I. Budget: None
- J. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.4 Treasurer

- A. This is an Elected Board Officer Position (year round).
- B. The Treasurer shall have responsibility for the accounting of all funds of the organization, and shall keep a full and accurate account of receipts and expenditures. The Treasurer shall be responsible for the maintenance of financial records.
- C. The Treasurer shall work closely with the Band Director (Advisor) and all Officers and chairpersons on expenses and invoices.
- D. The Treasurer shall work closely with the Band Director (Advisor) to create a proposed yearly budget to be presented to the Board of Directors for approval prior to approval by the general membership. The budget must reflect accurate numbers based on previous and current year income and expenditure levels as well as any new approved projects or staffing levels.
- E. The Treasurer shall present a written financial statement at every Board meeting of the LBB, and a full report at the first meeting of the new fiscal year when new Officers officially assume their duties.
- F. The Treasurer shall work with students and parents/guardians on tracking student fees incurred and personal funds raised including sending out monthly statements if the student has a positive or negative balance. Monthly statements will not be required for a zero balance account.
- G. The Treasurer shall reconcile the LBB bank account and Band Associated Student Body (ASB) account at Liberty High School on a monthly basis.
- H. The Treasurer shall be responsible for filing all required governmental paperwork.
- I. The Treasurer will work with all general fund fundraiser chairs to provide startup funds as needed, manage the funds as they come in and deposit the funds and create financial accounting for the fundraiser chair of the outcome.
- J. The Treasurer will maintain the devices and accounts required to process credit card transactions including tracking the monthly fees, filing the yearly paperwork required, and maintaining login and password information for all devices.
- K. The Treasurer is responsible for having a financial review of the previous fiscal year financials completed by the Board meeting in August each year. The review shall be performed by two individuals not General Members of LBB, or by a professional auditing firm. The individuals or firm must be approved by a quorum of the Officers.
- L. The Treasurer shall work with all personal fund fundraiser chairs to accept payments

for individual fundraisers and track them on individual accounts and provide financial accounting for the fundraiser chair of the outcome.

- M. The Treasurer shall work with the Vice President of Marching and Concert Attire and/or Band Director (Advisor) to collect funds for LBB gear including band shirts, show merchandise, concert attire or any other student specific payments (i.e. private competition entry fees).
- N. The Treasurer shall not spend the student funds raised unless authorized by the student's parent/guardian. When the student has graduated any remaining personal account funds not dedicated to other funds or students still in program by the student who raised the funds then remaining funds will be absorbed into the LBB general fund.
- O. The Treasurer shall track and produce varsity awards for Marching Band, Winter Percussion, and Winterguard. The varsity awards will be given to the respective coaches by the end of the season. The list of award recipients from each season will be sent to the Athletic Secretary for recording on the list maintained by Liberty High School.
- P. The Treasurer will monitor the supply of varsity letters and emblems needed by the program to maintain an adequate supply for each season. The Athletic Secretary of Liberty High School will be informed each spring of what is needed to be ordered to maintain the supply.
- Q. When the current Treasurer either resigns or leaves office, and a new Treasurer takes over, a financial review must be performed before the books are handed over to the new Treasurer.
- R. Budget: Office Supplies, bank fees, filing fees, fall and winter entry fees
- S. The Treasurer may be assigned other duties by the Board of Directors or the President.
- T. The Treasurer will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.5 Vice President of Equipment

- A. This is an Elected Board Officer Position (year round).
- B. The Vice President of Equipment shall facilitate the maintenance and transportation of LBB equipment to Marching competitions in the fall. This equipment includes trailers, canopies, generators, cooking stoves, etc.
- C. The Vice President of Equipment may also facilitate maintenance of HSD band equipment such as podiums, wagons, wheels, etc.
- D. The Vice President of Equipment shall train the Vice President of Winter Percussion on equipment options/needs for Winter Percussion competitions.
- E. The Vice President Equipment may provide advice to the volunteer(s) building props for Marching season.
- F. Budget: Capital Improvement Fund
- G. Office holder shall perform other duties as directed by the Board of Directors or the President.
- H. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.6 Secretary

- A. This is an Elected Board Officer Position (majority of work is seasonal, but role applies year round).
- B. The Secretary shall record and keep the minutes of all meetings of the Board of Directors and General Membership, and issue those minutes to the general membership.
- C. The Secretary shall have a current copy of the Bylaws.
- D. The Secretary shall keep the authenticated Corporation Records.
- E. The Secretary shall keep all registration records for fall and winter programs, including required medical release forms.
- F. If the Secretary is unable to attend a meeting where they are to take minutes then they are responsible to find a suitable replacement to perform this duty.
- G. The Secretary shall inform ONLY the coaches and food chairs for each program of any medical information that they need to have to maintain the safety and confidentiality of any participant, e.g. allergies, medical conditions, mental health issues, etc.
- H. The Secretary shall compile and keep a record of any correspondence that the Board of Directors shall direct, receive or perform.
- I. Office holder shall perform other duties as directed by the Board of Directors or the President.
- J. Budget: None
- K. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.7 – Vice President of Fundraising

- A. This is an Appointed Board Officer Position (year round).
- B. The Vice President of Fundraising shall oversee all fundraising activities of the LBB. They may delegate fund raising efforts to committees as necessary to accomplish the goals of the LBB.
- C. The Vice President of Fundraising serves as the liaison between LBB and the Liberty High School Fundraising Coordinator.
- D. Office holder shall perform other duties as directed by the Board of Directors or the President.
- E. Budget: None
- F. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.8 – Vice President of Volunteering

- A. This is an Appointed Board Officer Position (year round).
- B. The Vice President of Volunteering is responsible for encouraging adults and students to participate in operating the LBB.
- C. The Vice President of Volunteering is responsible for developing and maintaining a system to track adult and student volunteer hours throughout the year.
- D. The Vice President of Volunteering works with event owners to specify adult and student volunteer needs for each event, and for communicating volunteering needs

- to LBB members and soliciting volunteers via electronic and/or other means. The Vice President of Volunteering takes the lead in recruiting volunteers to sign up.
- E. The Vice President of Volunteering shall generate sign-in sheets for use by event owners to track volunteering, and collect completed forms after the event for entry into the tracking system.
 - F. The Vice President of Volunteering communicates volunteering hour totals on a monthly basis.
 - G. Office holder shall perform other duties as directed by the Board of Directors or the President.
 - H. The Vice President of Volunteering is responsible for maintaining information about the operations they oversee which is to be passed on to the subsequent Vice President of Volunteering in order to provide continuity and enable continuous improvement.
 - I. Budget: None
 - J. Office holder will track their volunteer hours subject to validation by the President.

Section 5.9 – VP Communications

- A. This is an Appointed Board Officer Position (year round).
- B. The Vice President of Communications is responsible for maintaining LBB's official calendar (e.g. using a tool like Google Calendar). This includes being aware of what's happening across LBB, monitoring email/Facebook for schedule changes, and making corresponding updates to the official calendar.
- C. The Vice President of Communications maintains LBB's internal communication channels. This includes managing our email distribution list (e.g. GoogleGroup), and all internal Facebook Groups.
- D. The Vice President of Communications maintains and manages the public social media face of LBB, e.g. LBB's Public Facebook Page. This includes creating and updating Facebook events for LBB events to drive interest, and working with event owners.
- E. The Vice President of Communications is responsible for facilitating communications between the Board and General Membership across the spectrum of communications methods (e.g. email, several Facebook groups). This includes working with LBB event owners to understand logistics and needs and facilitating the needed communications/advertising.
- F. The Vice President of Communications fields questions from the General Membership and routes them to the appropriate Board Member, Staff Member or event owner to be addressed.
- G. Office holder shall perform other duties as directed by the Board of Directors or the President.
- H. Budget: None
- I. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.10 – Vice President of Marching - Food

- A. This is an Appointed Board Officer Position (year round).

- B. The Vice President of Marching – Food shall facilitate purchasing and preparation of meals and refreshments for the band members during band events and Marching Band Competitions, as well as during Band Camp and marching-related events such as the potluck at the end of Band Camp, and the Marching Band Awards potluck.
- C. The Vice President of Marching – Food will maintain and manage the necessary cooking equipment necessary to perform this role. This includes proper storage, and cleaning of equipment.
- D. The Vice President of Marching – Food is required to maintain a valid Food Handlers Permit (which can be expensed to LBB).
- E. The Vice President of Marching – Food is responsible to communicate the necessary Volunteer needs to the Vice President of Volunteering for each event sign up.
- F. The Vice President of Marching – Food is responsible for maintaining information about the operations they oversee which is to be passed on to the subsequent Vice President of Marching – Food in order to provide continuity and enable continuous improvement.
- G. The Vice President of Marching-Food is responsible for reviewing the medical forms of all participants for food allergies and/or food restrictions and providing a reasonable alternative to those specific individuals within reason.
- H. Budget:
 - 1. Fall Food
 - 2. May need to submit requests to the Vice President of Equipment in the event Capital Improvements are required.
- I. Office holder shall perform other duties as directed by the Board of Directors or the President.
- J. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.11 – Vice President of Marching and Concert Attire

- A. This is an Appointed Board Officer Position (majority of work is seasonal, but role applies year round).
- B. The Vice President of Marching and Concert Attire shall facilitate the annual measuring, fitting and assigning of all marching attire of students for Marching Uniforms and Concert Attire, as well as return, maintenance, and cleaning of Marching Uniforms.
- C. The Vice President of Marching and Concert Attire shall facilitate the maintenance and modification of the band uniforms.
- D. This Officer attends Marching competitions (or trains and facilitates their delegate to do so) to facilitate correct use of band uniforms.
- E. This Officer coordinates the ordering and distribution of the LBB official shirts. The initial free shirt is issued to first time marchers and additional shirt fees associated with this need to be coordinated with the Treasurer for accounting to the student's account. This officer maintains a year round adequate supply of the band t-shirt and puts in a restocking order for t-shirts and an optional additional order of the official LBB logo sweatshirts for parents/guardians and students at the same time the fall

show shirt order is placed. Fees associated with this are to be coordinated with the Assistant Treasurer for accounting to the student's account.

- F. This Officer coordinates the ordering and distribution of the optional Fall Show shirts/sweatshirts. Fees associated with this are to be coordinated with the Treasurer for accounting to the student's account.
- G. This Officer coordinate the ordering and distribution of the Concert Attire. Fees associated with this are to be coordinated with the Treasurer for accounting to the student's account.
- H. This Officer coordinate the buyback of concert attire if students outgrow and choose to sell Concert Attire back into LBB inventory. The communication of this is to be coordinated with the Treasurer for credit to the student's account.
- I. The Vice President of Marching and Concert Attire is responsible for maintaining information about the operations they oversee which is to be passed on to the subsequent Vice President of Volunteering in order to provide continuity and enable continuous improvement.
- J. Office holder shall perform other duties as directed by the Board of Directors or the President.
- K. Budget: Fall clothing
- L. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.12 – Vice President of Winter Percussion

- A. This is an Appointed Board Officer Position (majority of work is seasonal, but role applies year round).
- B. The Vice President of Winter Percussion is responsible for coordinating volunteers at Winter Percussion events.
- C. The Vice President of Winter Percussion is responsible for coordinating and/or assigning food preparation, serving, cleaning maintenance of equipment. In addition is responsible for ensure at least one member has a valid food handlers permit (reimbursable by LBB).
- D. The Vice President of Winter Percussion is responsible for reviewing the medical forms of all participants for food allergies and/or food restrictions and providing a reasonable alternative to those specific individuals within reason.
- E. This Officer represents the needs of this group at LBB Board Meetings.
- F. The Vice President of Winter Percussion is responsible for maintaining information about the operations they oversee which is to be passed on to the subsequent Vice President of Winter Percussion in order to provide continuity and enable continuous improvement.
- G. Office holder shall perform other duties as directed by the Board of Directors or the President.
- H. Budget: Winter Percussion Food, Props, and Uniforms
- I. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.13 – Vice President of Winterguard

- A. This is an Appointed Board Officer Position (majority of work is seasonal, but role applies year round).
 - 1. At the option of the office holder, this role can be expanded to include Colorguard during fall marching season, in which case this becomes a full year position.
- B. The Vice President of Winterguard is responsible for coordinating volunteers at Winterguard events.
- C. The Vice President of Winterguard is responsible for coordinating and/or assigning food preparation, serving, cleaning maintenance of equipment. In addition is responsible for ensure at least one member has a valid food handlers permit (reimbursable by LBB).
- D. The Vice President of Winterguard is responsible for reviewing the medical forms of all participants for food allergies and/or food restrictions and providing a reasonable alternative to those specific individuals within reason.
- E. This Officer represents the needs of this group at LBB Board Meetings.
- F. The Vice President of Winterguard is responsible for maintaining information about the operations they oversee which is to be passed on to the subsequent Vice President of Volunteering in order to provide continuity and enable continuous improvement.
- G. Office holder shall perform other duties as directed by the Board of Directors or the President.
- H. Budget: Winterguard food, flags/props/equipment/uniforms
- I. Office holder will track their volunteer hours and submit them to the Vice President of Volunteering.

Section 5.14 – Band Director (Advisor)

- A. This is a permanent Non-voting Position.
- B. The Band Director serves a critical Advisor to the LBB Board of Directors.
- C. The Band Director (Advisor) shall be responsible for
 - 1. the creation and execution of curriculum and education, development and oversight of all students for all classes and programs under the umbrella of the band program.
 - 2. selecting and managing staff connected with all classes and programs under umbrella of band program.
 - 3. maintaining and managing inventory of instruments, music and related equipment used by all classes and programs under umbrella of band program.
 - 4. communicating needs, plans and visions of all classes and programs under umbrella of band program to administrators, LBB officers and General members, and the community.
 - 5. setting and communicating schedules such as rehearsals, performances, concerts and competitions, and securing use of Liberty High School facilities as required for such programs.
 - 6. communicating to LBB in a timely manner needs, plans and visions of all classes and programs under the umbrella of the band program.

- D. The Band Director (Advisor) functions as the liaison between the LBB Board and Staff.

Section 5.15 – Props Coordinator

- A. This is an *optional* non-voting Appointed position.
- B. This position may be year-round or seasonal.
- C. The Props Coordinator shall facilitate the planning, building and maintaining of all props used throughout the season.
- D. The Props Coordinator shall work with the Marching Band and Colorguard staff to determine needs for the upcoming season.
- E. The Props Coordinator shall work with the Vice President of Volunteering to coordinate efforts to build, paint, or otherwise prepare props for the season.
- F. The Props Coordinator shall work with staff and relevant Board members to facilitate repairs or modifications deemed necessary during the season.
- G. Office holder shall perform other duties as directed by the Board of Directors or the President.

Section 5.16 – Past President

- A. This is an optional non-voting Appointed position.
- B. The Past President shall be the person who last held the position of President on the Board of Directors. In the case that the prior President cannot hold this position, the position may be offered to any past President who would like to serve in this capacity.
- C. The Past President shall serve as a consultant to the President, helping to update the new President, bring about a smooth transition, provide continuity, and facilitate continuous improvement to the program.
- D. The Past President may serve as a counselor to the President in the case where the President requests this.
- E. All information accumulated by the Past President during their tenure will be transferred to the new President, ie business contacts, telephone numbers, lists, names, best practices, etc.
- F. The Past President shall volunteer information during Board Meetings relevant to the topic at hand, including past experience, ideas, suggestions, etc as may be appropriate to facilitate the Board to conduct LBB business.
- G. The Past President is not required to participate in other LBB activities beyond Board Meetings, unless they choose to do so.

Section 5.17 - Member at Large

- A. This is an optional non-voting Appointed position.
- B. To be defined by the Board as needed for that term and appropriate for each candidate.
- C. Office holder shall perform other duties as directed by the Board of Directors or the President.

Section 5.18 - Webmaster

- A. This is an optional non-voting Appointed position.
- B. The Webmaster shall maintain the LBB website.

- C. Office holder shall perform other duties as directed by the Board of Directors or the President.

Section 5.19 – Student Representative

- A. This is an optional non-voting Appointed position.
- B. In the interest of two-way communication and improved understanding, a Student Representative is encouraged to participate in LBB Board Meetings.
- C. The Student Representative must be active in a Liberty Band program and be current on their fees as defined in Section 6.
- D. The Student Representative may be appointed by Liberty Band Student Leadership or by the Band Director (Advisor).

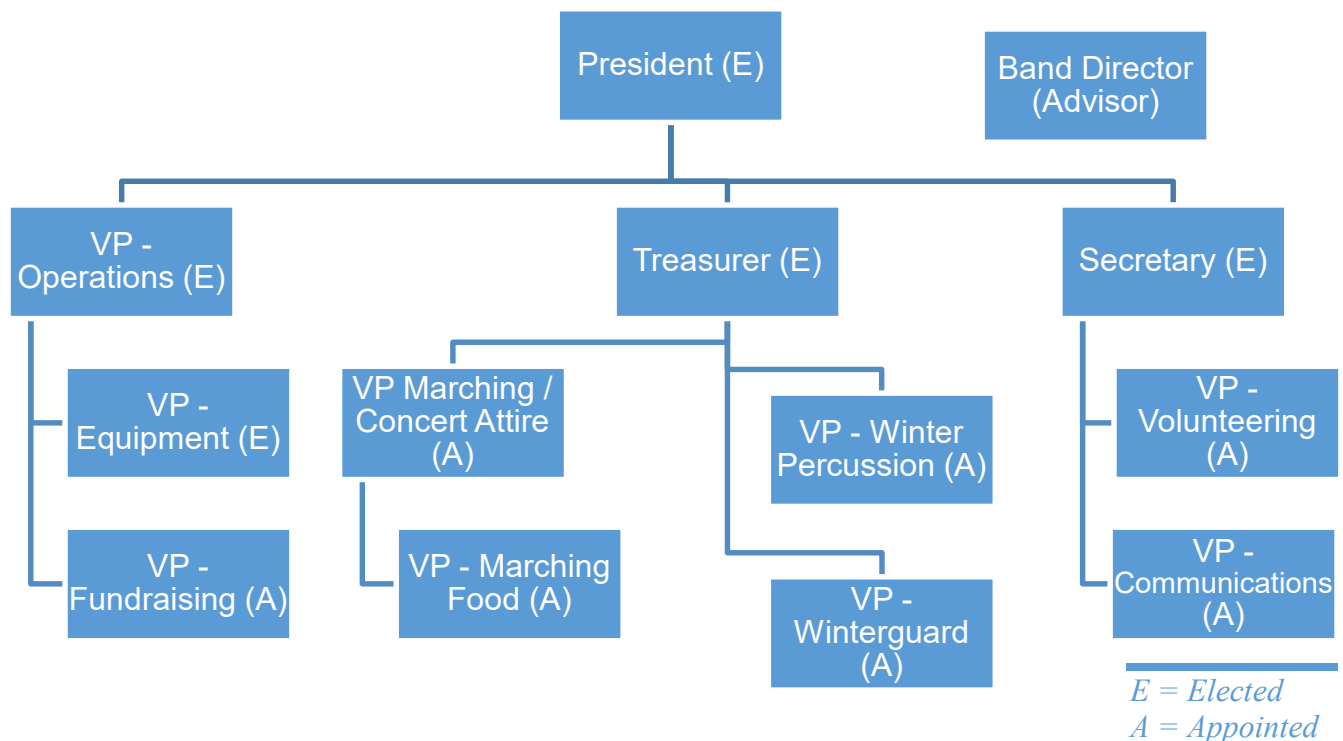
Section 5.20 – Communication

- A. All Board Members shall be responsible for communicating to the General Membership all activities respective to their duties by the appropriate forms of communication such as social media sites, volunteer signup sites, email distribution lists, etc.

Section 5.21 – Confidentiality Committee

- A. Financial matters arise from time to time where confidentiality is needed. The “Confidentiality Committee” addresses such issues and is comprised of the President, Treasurer and Band Director (Advisor), or if one member of the above is involved in the issue, then that person shall be replaced with another Board Member. The decision of this Committee is final.

Section 5.22 – Organization Chart



ARTICLE VI - FISCAL

Section 6.1 Budget

- A. A proposed budget shall be presented to the General Membership no later than the March General Membership meeting for approval.
- B. Actual spending relative to the approved budget shall be regularly reviewed by the Board.
- C. The Board of Directors sets policies such as fees charged, volunteering expectations, buy outs, fundraising, etc.

Section 6.2 Contracts

- A. Except as otherwise provided by law, the Board of Directors may authorize any officers or agents to execute and deliver any contract or other instrument in the name of and on behalf of the LBB, and this authority may be general or confined to specific instances.
- B. The Organization shall indemnify and hold harmless any Officer acting in good faith in executing business on behalf of the LBB.
- C. No individual shall represent the LBB in any contract or event, nor shall any individual use the LBB Logo without the express written permission of the LBB Board of Directors.

Section 6.3 Loans

- A. The LBB shall not borrow money eg from a financial institution, and no evidence of indebtedness shall be issued in its name unless authorized by an affirmative vote of three quarters of the currently filled positions on the Board of Directors.

Section 6.4 Checks, Drafts, etc.

- A. All checks, drafts or other orders for the payment of money and notes or other evidence of indebtedness issued in the name of the LBB shall be signed in the manner and by the officers or agents of the LBB designated by the Board of Directors.
- B. The Board may grant financial signature authority to Officers as appropriate to carry out their duties. This typically includes the Treasurer, Vice President of Equipment, and Vice President of Marching – Food.

Section 6.5 Deposits

- A. All funds of the LBB not otherwise employed, shall be deposited as soon as possible to the credit of the LBB in those banks, trust companies or other depositories as selected the Board of Directors, or to be invested as directed by the Board of Directors.

Section 6.6 Ending Balance

- A. The Board of Directors shall assure that a minimum balance of 10% of the annual budget and in accordance with the Internal Revenues policies for non-profit organizations is available for the next year's initial operating costs.

Section 6.7 Fiscal Year

- A. The fiscal year of the LBB shall be from June 1 to May 31.

Section 6.8 Scholarship

- A. The Board of Directors or their agents shall perform the awarding of Scholarships for the LBB.
- B. Specific criteria for receiving scholarships shall be developed by the Board of Directors and documented in the Policies.

Section 6.9 Corporate Registration

- A. On or before July 31 of each year the Board of Directors will register the Organization as a non-profit corporation with the Secretary of State's office for the State of Oregon.
- B. A list of new officers' names and addresses shall be included as well as any fees required for registration with the Secretary's office for the State of Oregon.

Section 6.10 Minutes

- A. The Organization shall keep a correct and complete record of the minutes and financial reports from all Board of Directors Meetings for a period of 2 fiscal years. This is to allow the current and prior year's records to be available for review. The record will be kept in such a way that it is available to General Members.

Section 6.11 Fees and Volunteering Expectations

- A. The Board of Directors shall set the Fair Share fee per season. This amount is based on the cost of the program provided and is to be reviewed by the Board at least every 3 years.
- B. The Board of Directors shall set parent/guardian Volunteer and Fundraising Expectations per season. The purpose of parent/guardian volunteering is twofold:
 - 1. Many hands are needed to support our performers in successfully preparing and presenting a show.
 - 2. In order to keep fees low, a significant portion of the annual budget is not covered by Fair Share fees and instead must come from fundraisers.
- C. The Board of Directors shall set student Volunteer and Fundraising Expectations per season.
- D. In recognition of differing family circumstances, the Board of Directors may allow parents/guardians to "buy out" of Volunteer/Fundraising expectations per season. The Board may also make accommodations for certain unusual situations on a case by case basis.

Section 6.12 Unbudgeted Expenditures

- A. If a situation arises between meetings requiring expenditure of an unbudgeted amount, the following actions are to be taken. These situations are expected to be infrequent.
 - 1. \$0 - \$250: The person requesting the expenditure shall obtain verbal or written permission from an Officer in the chain above them (see the Organization Chart). For example, the Vice President of Equipment may obtain approval from either the Vice President of Operations or the President. The President has discretion to make such decisions for their own requests.

2. \$250 up to 5% of the annual budget: three members of the Board of Directors, with at least one of these members being the President, Vice President - Operations, or Treasurer, may agree upon an appropriate action.
 3. Once approved they may proceed immediately with the purchase, and are to notify the other members of the Board of Directors at the next Board meeting.
- B. The Board of Directors shall refer all decisions on an unbudgeted expenditure of over 5% of the annual budget to a vote of the General Membership.

Section 6.13 No Pay No Play

- A. For the purposes of these Bylaws, being “current on fees” is defined as having no balance due from a previous corresponding season (Fall to Fall, Winter to Winter).
- B. Members who are not current on fees may be ineligible to register for the upcoming season until their fees are paid in full. A determination will be made from a meeting of the student, their parent/guardian, the Treasurer, Band Director (Advisor), and a Board Member. The discussion should take into account the situation of the student and the family as well as the financial status of LBB.

ARTICLE VII – STANDING RULES

Section 7.1 Neutrality

- A. The Organization shall be non-commercial, nonsectarian, and nonpartisan. Neither the name of the LBB, the name of its officers in their official capacity, nor the name of the school shall be used in conjunction with any commercial concern except as it relates to a sponsorship relationship. In no way will such sponsorship be deemed by any party as being an endorsement of any products and/or services.
- B. LBB shall remain nonpartisan during an election period, and not endorse any ballot measure or candidate for public office.
- C. The LBB may accept advertisements for candidates for office or similar matters (eg a ballot measure) for publication in a Show program. The LBB shall accept such ads in a neutral manner with equal opportunity provided to candidates. Acceptance of an ad does not constitute endorsement by the LBB. The Board of Directors has discretion to accept or decline such requests based primarily on alignment or conflict with the purpose of the LBB.
- D. LBB shall only engage in efforts that are in keeping with the primary mission of the organization as described in Article II of these bylaws. LBB shall not engage in supporting other efforts, even if charitable or generally educational in nature. Also, LBB shall not engage in efforts intended to support an individual, eg a fundraiser for a particular person.

Section 7.2 Transportation

- A. Liberty Band and/or Colorguard students shall not transport other students (who are not a family member) during any Organization sponsored function or event, without prior permission from the Band Director (Advisor).

Section 7.3 Annual Financial Review

- A. There shall be an annual review of the funds of the LBB. Such review shall be conducted in the manner designated by the Board of Directors.

Section 7.4 Parliamentary Procedure

- A. Parliamentary procedure shall comply in accordance with “*Robert’s Rules of Order, Newly Revised*” which shall govern the Organization in all cases to which they are applicable and in which they do not conflict with the Bylaws of the above mentioned Organization.

ARTICLE VIII - BYLAWS PROVISIONS

Section 8.1 Bylaws

- A. A copy of these Bylaws shall be made available to any member of the LBB.

Section 8.2 Amendments

- A. There are two manners in which these Bylaws may be amended.
 - 1. The Bylaws may be amended at any General Membership meeting by a two-thirds vote of the General Membership in attendance at which a quorum is present.
 - 2. These Bylaws may be amended by majority vote of the Board of Directors where a quorum is present.
- B. Any proposed amendment to these Bylaws must be presented in writing no less than 7 days prior to the meeting where the vote will occur. The proposed changes will be communicated to the Members eligible to vote on the change via all forms of normal communications (e.g. Facebook, website, email).

Section 8.3 Sever-ability

- A. A determination that any provision of these Bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these Bylaws.

ARTICLE IX - DISSOLUTION

Section 9.1

- A. Upon dissolution of the Organization, the Board of Directors shall after paying or making provision for payment of all liabilities of the LBB, dispose of the assets of the LBB exclusively for the purposes of the LBB or organizations organized and operated exclusively for the charitable, educational, religious or scientific purposes as shall be at the time qualify as an exempt organization under Section 501(c)3 of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine according to the following guidelines.

- B. Such organizations shall be identified as follows in order of priority
1. The Liberty High School Band Program for their use through the ordinary and appropriate administration of the Liberty High School Student Leadership, or in the case of dissolution of the band program, then
 2. The Liberty High School Student Leadership, to be kept unspent for a period of three (3) years and thereafter to be distributed to the Liberty High School Student Body Organizations deemed appropriate by the school Principal, or in the event the Associated Student Body may not be organized or qualified, or any assets were not disposed of by the above procedure, then
 3. The Board of Directors shall dispose of the assets exclusively for such purposes to such organization as said Board of Directors shall determine to an organization or organizations that meet IRS 501(c)3 standards.

ARTICLE X - I.R.S. MANDATE

Section 10.1 501(c)3

- A. This Organization has been formed exclusively for charitable and educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code
- B. Notwithstanding any other provision of the Bylaws the Organization shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from Federal Income tax under section 501(c)3 of the Internal revenue Code of 1966, or the corresponding provision of any future United States Internal Revenue law, or by (b) by an organization contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue Law.

Section 10.2 Dissolution

- A. Upon dissolution of the LBB, 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 tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of the county in which the principal office of the LBB 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 purpose.