

**BYLAWS**  
**OF**  
**LAKE TRAVIS ORCHESTRA PARENTS BOOSTER CLUB**

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**PREAMBLE AND PURPOSE**

**Name.** The name of the organization shall be **Lake Travis Orchestra Parents Booster Club** (the “Club”).

**Purpose.** The Club is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, with a primary mission to **support, promote, and enhance musical education and performance opportunities for Lake Travis ISD orchestra students** through volunteer service, fundraising, and partnership with school staff and administration.

**Relationship to LTISD.** The Club operates as an independent nonprofit organization in support of Lake Travis ISD programs and shall coordinate activities in partnership with campus administration while maintaining independent governance.

**MEMBERSHIP**

**Eligibility.** Membership is open to parents, and guardians of Lake Travis orchestra students who subscribe to the purpose of the Club.

**Rights.** Only **active members in good standing** shall be permitted to hold office or vote on Club business. Good standing shall include being current on any dues (if applicable) and not engaging in conduct that materially disrupts the operations or mission of the Club, as determined by the Executive Board in accordance with established procedures. *Membership rights, dues (if any), and the definition of “good standing” shall be defined in the Club’s operating procedures.*

**Non-discrimination.** The Club shall not discriminate on the basis of race, color, sex, religion, national origin, disability, or any other protected status.

**OFFICERS AND DUTIES**

**Officers.** The elected Executive Board shall include **President, Vice-President(s), Secretary, and Treasurer**. Additional officer positions may be created by the membership and defined in the bylaws. The officers shall have authority to conduct routine and time-sensitive business between membership meetings, including approving expenditures within the adopted budget and ensuring operational continuity. An officer may be removed for failure to perform duties or conduct inconsistent with the mission of the Club. Removal requires a two-thirds vote of the Executive Board or a two-thirds vote of members present at a meeting with quorum.

**Term limits.** The President and Treasurer shall be limited to **two consecutive years** in the same office unless the membership votes otherwise in accordance with these bylaws.

**Prohibitions. District employees shall not serve in a financial capacity** (President, Treasurer, fundraising chair, or check signer) or on the Executive Board for the campus they serve.

**Duties (summary).**

- **President.** Preside at meetings; meet monthly with the campus sponsor/principal; review financial statements monthly; ensure compliance with LTISD policy; sign contracts with one other officer; schedule annual financial review.
- **Vice-President.** Act in President's absence; perform delegated administrative duties.
- **Secretary.** Keep minutes; maintain membership and committee records; handle correspondence.
- **Treasurer.** Custodian of funds; deposit receipts weekly (daily if receipts exceed \$250); present monthly financial reports with bank statements and reconciliations; file required tax and sales tax returns; submit year-end financials and audit materials.

## COMMITTEES

**Standing Committees.** Typical standing committees include **Budget & Finance, Fundraising, Communications, Events, and Nominating.** Committee charters and membership shall be approved by the membership.

**Ad Hoc Committees.** Created by vote for a specific purpose and dissolved when the purpose is complete. Individuals with conflicts of interest shall not serve on committees where they have a direct personal interest. The Club shall adopt and maintain a Conflict of Interest Policy requiring disclosure of financial or personal interests and recusal from related decisions.

**Audit (Review) Committee.** At fiscal year end the Club shall appoint an independent Review (Audit) Committee of at least two (preferably three) individuals not involved in day-to-day financial activity to perform the year-end review and sign a report. Members of the Audit Committee may not be authorized signers on bank accounts nor involved in financial recordkeeping during the fiscal year under review. The committee shall verify Treasurer reports, cash balances, compliance with procedures, and present findings to the membership and to LTISD as required.

## MEETINGS, ELECTIONS, AND RECORDS

**Meetings.** Regular meetings of the membership shall be posted at least **72 hours** in advance (campus office or website). Executive Board meetings shall include the campus principal/sponsor; business conducted without such representation is void.

## **Quorum and Voting.**

**Quorum.** A quorum shall consist of three (3) members present, including at least two (2) elected officers.

**Enhanced Quorum for Major Actions.** Approval of the annual budget, amendments to these bylaws, and removal of officers shall require a minimum of five (5) members present, including at least two (2) officers.

**Voting.** Unless otherwise specified in these bylaws, all matters shall be decided by a majority vote of members present at a meeting with quorum.

**Annual Meeting and Elections.** Officers shall be elected annually (nomination process in spring); elections by May 1. Transfer of records and completion of the audit shall occur within **30 days** following the fiscal year end.

**Record Retention.** Permanent records: Articles of Incorporation, Bylaws and amendments, IRS Determination Letter, annual budgets, year-end financials, and tax filings. Day-to-day financial records shall be retained **at least seven years**. The secretary and treasurer shall turn over records to incoming officers within 30 days of newly elected board taking office.

## **FINANCIAL CONTROLS, FUNDRAISING, AND COMPLIANCE**

**Fiscal Year.** The Club's fiscal year shall be **June 1 – May 31** (or as otherwise adopted by membership).

**Budget.** The membership shall adopt an annual budget prior to the start of the school year; expenditures outside the budget require membership approval. The Board may approve unbudgeted expenditures up to \$2,500 per occurrence, not to exceed \$15,000 annually, with such actions reported at the next membership meeting. The treasurer and president must approve in advance any such expenditures.

**Bank Accounts and Signatures.** Bank accounts shall require **two authorized officer signatures** on checks; at least three individuals shall be on the bank signature card. Blank checks shall never be pre-signed.

**Receipts and Deposits.** All receipts must be documented; deposits made weekly or daily if receipts exceed \$250; dual control procedures for large deposits.

**Disbursements.** All disbursements require supporting documentation and two officer approvals/signatures. Reimbursements must be requested within the timeframe set by the Club (example: within 30 days).

**Insurance and Bonding.** The Club shall maintain general liability and fidelity (bond) coverage in amounts determined by the board.

**Fundraising.** All fundraising activities must be approved in advance by the campus sponsor/principal and submitted to LTISD Community Relations per district procedures. The Club shall comply with LTISD limits on number and type of fundraisers and UIL rules where applicable. All funds raised shall be used in accordance with the Club's mission and may not personally benefit any individual.

**Sales Tax and Tax Filings.** The Club shall obtain and maintain any required State sales tax permits and exemptions and shall file sales tax returns as required. The Club shall file the appropriate IRS annual return (Form 990/990-EZ/990-N) and issue Form 1099s to qualifying vendors. The Treasurer is responsible for timely filings.

### **AUDIT, REPORTING, AND DISTRICT SUBMISSION**

**Year-End Review.** The Review (Audit) Committee shall complete its report and submit the signed audit report to the Campus Principal/Administrator and the Community Relations Liaison by **October 1** each year (to comply with GASB 39 and district reporting).

**IRS Determination Letter.** A copy of the Club's IRS determination letter shall be kept with permanent records and a copy provided to the District's Community Relations Liaison.

### **DISSOLUTION AND AMENDMENTS**

**Dissolution.** Upon dissolution, after payment of liabilities, remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3), or to the Lake Travis Independent School District for orchestra/music programs, consistent with IRS rules to avoid jeopardizing tax-exempt status.

**Amendments.** These bylaws may be amended by a majority vote of members present at a meeting with quorum, provided written notice of the proposed amendment is given to members at least ten days prior to the meeting.

### **ANNUAL IMPLEMENTATION CHECKLIST (FIRST 60 DAYS)**

- File/confirm **EIN** and maintain IRS determination letter on file.
- Adopt these bylaws at a duly noticed membership meeting.
- Submit required documents (eg., adopted bylaws, proposed budget, fundraising plan, and prior year audit) to LTISD Community Relations or designee by September 1.
- Establish bank account with two-signature requirement and obtain insurance/fidelity bond.
- Create standing committee charters (Budget & Finance, Fundraising, Communications, Events, Nominating, Audit).

## **BYLAWS HISTORY**

**Adopted:** April 14, 2026 – replaces original bylaws that were last amended August 9<sup>th</sup>, 2022.

**Revisions:**