

**Lakota Upbeat Club, Inc.**  
**Bylaws**

Approved 11-2-99

**Article I: Name**  
Lakota Upbeat Club, Inc.

**Article II: Definition**

**Section 1.** The band program shall be defined as any grade nine through twelve Lakota Local School District instrumental and/or auxiliary activity.

**Article III: Purpose**

**Section 1. Mission Statement:** The Lakota Upbeat Club, Inc., is a booster organization established to provide physical and financial assistance for the band program and to promote community participation and awareness of the program. It shall consist of the Lakota East Upbeat Club **Division**, and the Lakota West Upbeat Club **Division**.

**Section 2. To Achieve the Mission:** The purpose of the Lakota East and Lakota West Upbeat Club **Divisions**, as the primary band parent decision-making groups, in embracing the above-stated mission, shall be to:

1. Act as resources for the band directors.
2. Act as advocates for the band program, advancing related issues to the school and district administrators, the Board of Education and the community.
3. Provide supplemental financial support to the band program.
4. Manage and allocate monies.
5. Maintain incorporation status and insurance coverage.
6. Assist the band program directors in the coordination of district events in which their students participate.
7. Provide for the receipt and disbursement of information to constituents.
8. Work with other booster organizations in the promotion of the band program.
9. Report to constituents on a routine basis.

#### **Article IV: Membership**

**Section 1.** The membership consists of parents of band program students, directors and assistant directors.

#### **Article V: Board of Trustees**

**Section 1.** The Board of Trustees shall consist of any 2 officers from the Lakota East Upbeat Club Division and any 2 officers from the Lakota West Upbeat Club Division and the Chairman. Trustees shall be elected by a majority vote in attendance at the Lakota Upbeat Club, Inc. annual meeting or any other meeting called by the Chairman to elect trustees. The Chairman will select one of the elected trustees from either the Lakota East Upbeat Club Division or Lakota West Upbeat Club Division to act as treasurer of the corporation. The Chairman will select one of the elected trustees from the other school division to act as secretary.

#### **Section 2. Duties of the Trustees**

**1. Chairman:** calls and presides over the Lakota Upbeat Club, Inc. annual meeting and any other Lakota Upbeat Club, Inc. called meetings. This position votes only to break a tie. The Chairman acts as a liaison with the Lakota East Upbeat Club Division and Lakota West Upbeat Club Division, attends school board meetings, maintains incorporation and non-profit status, and oversees the continued operation of the Lakota Upbeat Club, Inc.

**2. Treasurer:** The treasurer of the Lakota Upbeat Club, Inc., is responsible for receiving, properly maintaining, and disbursing funds in the Lakota Upbeat Club, Inc., corporate account, as approved by the Chairman.

**3. Secretary:** The secretary of the Lakota Upbeat Club, Inc., is responsible for taking minutes at the Lakota Upbeat Club, Inc. annual meeting and any other Lakota Upbeat Club, Inc., called meeting.

#### **Article VI: Offices, Election, Term, Duties**

**Section 1.** The officers of the club are the Chairman, Presidents (East and West), Vice Presidents (East, West, Freshman East, Freshman West), Secretaries (East and West), and Treasurers (East and West).

**1.** Officers shall be elected annually by majority vote of members in attendance at a regular meeting no later than the end of May.

## Section 2. Duties of the Officers

1. **Chairman:** calls and presides over the Lakota Upbeat Club, Inc. annual meeting and any other Lakota Upbeat Club, Inc. called meetings. This position votes only to break a tie and can be an alumni of the Lakota Upbeat Club, Inc. The Chairman acts as a liaison with the Lakota East Upbeat Club Division and Lakota West Upbeat Club Division, attends school board meetings, maintains incorporation and non-profit status, and oversees the continued operation of the Lakota Upbeat Club, Inc.

2. **Presidents:** The presidents preside over the Lakota East Upbeat Club Division and the Lakota West Upbeat Club Division and Board of Directors meetings, votes only to break a tie vote, writes monthly articles for the club newsletters and appoint committees as necessary and approved by the Board of Directors. The presidents are also authorized to sign checks on the clubs checking accounts in lieu of the treasurers.

3. **Vice Presidents:** The vice presidents will represent their respective schools at Board of Directors meetings and act as liaisons. They will preside over meetings of their Upbeat Club Division and Board of Directors in the absence of their president and coordinate publication of the club newsletter. They will also arrange for an annual independent audit of the club financial accounts following the election of officers and before they take office in June. They are responsible for appointing a nominating committee in March of each year to select candidates for the club officers and chairpersons.

4. **Secretaries:** The secretaries will take the minutes of the East and West Upbeat Club Divisions and Board of Directors meetings, distribute them to all officers and directors in a timely manner, provide a synopsis of the minutes for the club newsletter, submit donation information to the Lakota School Board annually, handle all clubs correspondence and maintain the official papers and files of the club.

5. **Treasurers:** The treasurers are responsible for the collection of dues, fees, donations and other income and the prompt payment of expenses previously approved by the memberships, or in the case of emergency needs, by at least two other club division officers. The treasurers are responsible for establishing and maintaining the clubs' checking and saving accounts and providing monthly reports to the membership on the clubs' financial status. The treasurers maintain individual band and auxiliary student records of payments and credits.

## Section 3. Duties of the Board of Directors:

1. The Board of Directors are the Lakota East Upbeat Club Division and Lakota West Upbeat Club Division governing bodies. The Board of Directors for each school consists of the Officers and Appointed Chairpersons for their school. They are responsible for bringing club activity and financial needs before the memberships for discussion and voting and keeping them informed of all band and auxiliary activities and achievements.

#### **Section 4. Duties of Appointed Chairpersons:**

1. **Membership Chairperson:** The membership chairpersons work with members and potential members to sustain active club memberships. The chairpersons maintain a master listing for the band program student names, addresses, phone numbers, and other profile information.
2. **Fund Administration Chairperson:** The fund administration chairpersons are responsible for coordinating the fund-raising activities of the clubs at their respective schools, assisting committee personnel to ensure successful fund-raisers, and working with the treasurers to coordinate financial activities for band program events at their schools.
3. **Publicity Chairperson:** The publicity chairpersons are responsible for all newspaper, radio, television and other media promoting the **Lakota East Upbeat Club Division** and **the Lakota West Upbeat Club Division** and band program activities and accomplishments.
4. **Uniform Committee Chairperson:** The uniform committee chairpersons have overall responsibility for band and auxiliary uniforms and accessories, excluding field commander uniforms, at their respective schools. This includes fitting, ordering, cleaning, repairing, alterations, stocking and storing of the uniforms and accessories as well as maintaining records of uniform numbers, sizes and accessories assigned to each student.
5. **Color Guard/Winter Guard Chairperson:** The color guard/winter guard chairpersons will represent their respective schools at Board of Directors meetings, facilitate communication between the **Lakota East Upbeat Club Division** and **Lakota West Upbeat Club Division** and color guard parents, coordinate fund raising activities, as well as assist the color guard/winter guard directors in various tasks.

#### **Article VII. Meeting and Quorum**

**Section 1.** The Lakota Upbeat Club, Inc., will meet at least once a year. An executive board meeting will precede the general membership meeting. The executive board meeting will have present: **Chairman**, Elected Officers, Appointed Chairpersons, and Band Directors. The general membership meeting will be open to all band parents in the schools.

**Section 2.** The Lakota East Upbeat Club Division and Lakota West Upbeat Club Division shall meet monthly, unless otherwise specified by the division's Board of Directors. Board of Directors meetings will precede the general membership meeting.

**Section 3.** The members present at any duly announced meeting shall constitute a quorum.

**Section 4.** All regular and special meetings of the **Lakota East Upbeat Club Division** and the **Lakota West Upbeat Club Division** shall be open unless a closed session is called by the division's officers.

**Section 5.** The **Lakota East Upbeat Club Division** and the **Lakota West Upbeat Club Division** shall make decisions and delegate tasks by majority vote of those in attendance.

**Section 6.** Special meetings on an emergency basis may be called by the **Chairman** or **Presidents**.

### **Article VIII. Operational Procedures**

**Section 1.** The following code of conduct shall apply at all meetings:

1. Every member shall have the opportunity to contribute.
2. Viewpoints of all members shall be respected.
3. Clarifying questions shall be welcomed.
4. Members shall be recognized by the president before speaking.

**Section 2.** All decisions made, except amendments to the bylaws, shall be by majority vote.

**Section 3.** Issues raised by members as agenda items may 1) be placed on a future meeting agenda, or 2) be referred for study and reporting within two meetings, or 3) lead to forming a subcommittee to explore the issue.

**Section 4.** The **Lakota East Upbeat Club Division** and the **Lakota West Upbeat Club Division** will assess dues annually. The amount shall be determined by the Board of Directors for each **division**. Dues are used to offset postage costs.

**Section 5.** Each Upbeat Club **division** shall publish a monthly newsletter which will be mailed to the respective band and auxiliary students' families. Courtesy copies will be provided to Lakota School District band and auxiliary directors, administrators, and school board members. The newsletters will be the responsibility of all officers and directors.

**Section 6.** Observers are welcome at all regular meetings. Individuals shall be given an opportunity to address the group with a five minute time limit per individual per agenda items. To address a non-agenda item, the president determines recognition.

**Section 7.** These operating procedures may be amended at any regular meeting by majority vote of the membership present.

**Article IX. Amendments to the Bylaws**

**Section 1.** The Lakota Upbeat Club, Inc., Board of Directors may propose amendments to the bylaws to the membership at the annual meeting or at a specially called meeting. The bylaws can be amended by majority vote of the membership present providing a minimum of 15 members are present and providing that a written announcement has been made to members 30 days in advance of the meeting.