

Lakota Upbeat Club, Inc.
Bylaws

Approved: November 2, 1999
Amended: September 16, 2004

Article I: Name
Lakota Upbeat Club, Inc.

Article II: Definition

Section 1: The band program shall be defined as any grade seven 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 organization 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. This does not preclude the use of other Volunteers to assist with accomplishing our mission. These Volunteers may not vote or hold elected positions (with the exception of Chairman of the Board of Trustees – Article VI, Section 2, Item 1.). The individual Divisions are responsible for managing these Volunteers.

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 the 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 the 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, for each Division, shall be elected annually by majority vote of members in attendance at a regular Division meeting no later than the end of May. The Chairman of the Board of Trustees will be elected at the annual corporate meeting.

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 the 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 articles for the club newsletters and appoints committees as necessary and approved by the Board of Directors. The presidents are also authorized to sign checks on their Division's 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 their Division's newsletter. They will also arrange for an annual independent audit of their Division's 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 their Division's officers and chairpersons.

4. Secretaries: The Secretaries will take the minutes of the East and West Upbeat Club Division and Board of Directors meetings, distribute them to all officers and directors in a timely manner, provide a synopsis of the minutes for their Division's membership through the newsletter or other means of communication, submit donation information to the Lakota School Board annually, handle all Division correspondence and maintain the official papers and files of their Division.

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 case of emergency needs, by at least two club division officers. The Treasurers are responsible for establishing and maintaining their Division's checking and saving accounts and provided monthly reports to membership on their Division's 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 the 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. Communication Chairperson: The communications chairpersons are responsible for coordinating all communications related to their Divisions, including
- a) Publicity (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).
 - b). Newsletter
 - c). Website
 - d). Other communication vehicles.

They are also responsible for ensuring that the Divisions are reasonably consistent in their approaches toward communication and for soliciting feedback from the various constituents to ensure that the communication is effective.

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 the 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 may precede the general membership meeting if deemed necessary by any Trustee. The executive board will consist of: 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 the 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 meeting 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 produce a newsletter for band and auxiliary students' families, as well as band and auxiliary directors, school administrators, and school board members. The frequency of these newsletters shall be such that they adequately communicate with our members. The newsletters may be distributed by mail or by other technologies as they become widely available. 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 provided that a written announcement has been made to members 30 days in advance of the meeting.