



BYLAWS OF THE THOUSAND OAKS HIGH SCHOOL BAND BOOSTER CLUB, INC.

A CALIFORNIA CORPORATION

Revision 8: January 2016

ARTICLE 1 – NAME

The name of the organization, association, or corporation shall be the Thousand Oaks High School Band Booster Club, Inc.

ARTICLE II – PURPOSE AND MISSION

1) Purpose

The purpose of the Thousand Oaks High School Band Booster Club, Inc., hereinafter referred to as the BOOSTERS, shall be to provide support to the students and professional staff of the Thousand Oaks High School Band, and any auxiliary units associated with the Band. The BOOSTERS support shall consist of providing operating funds, volunteer services, and organizational coordination as requested by the Band Director.

2) Scope of Support

The BOOSTERS shall provide support to the Band and all performance groups comprising the Band including, but not limited to, the Marching Band and Color Guard, Drumline, Winter Guard, Jazz Band(s), and Concert Group(s), hereinafter called the Program. In the pursuit of these objectives, the Band Boosters will neither seek to direct the administrative activities of the Program or control its policies.

3) Mission

The mission of the BOOSTERS shall be to work together with the Band Director and professional staff to:

- a) Promote and encourage the Program to reach its fullest potential
- b) Support the music and performance program as defined by the Band Director
- c) Promote the interests of the Program within the local community
- d) Promote and encourage musical excellence, teamwork and cooperation in an environment of mutual respect and dignity.

4) Legal Definitions

- a) The BOOSTERS are a 501(c)(3) tax-exempt organization that provides support to the Program in compliance with and under the auspices of the Conejo Valley Unified School District (CVUSD). The BOOSTERS fiscal year is from July 1 to June 30, and is consistent with the CVUSD fiscal year. The Boosters are required to submit an application to the CVUSD annually to renew authorization to operate as a sanctioned entity within the CVUSD.

- b) The principal office for the transaction of the business of the BOOSTERS is located at 2323 N. Moorpark Road in the City of Thousand Oaks, County of Ventura, State of California. The Executive Board has full power and authority to change the principal office from this location to another location within the same county at any time.

ARTICLE III – MEMBERSHIP

1) Membership

- a) Membership in the BOOSTERS shall be open to all parents or legal guardians of students currently enrolled in the Band and others who support the purposes and mission of the BOOSTERS. The BOOSTERS shall have two (2) classes of membership: Associate and Friends of the Band, hereinafter referred to as FRIENDS.
- b) Associate Membership and Privileges
 - i) Associate membership shall be granted to each parent or legal guardian of students currently enrolled in the Band program. Associate members shall be granted full voting privileges, may be elected to Executive Board offices and may serve on and chair any support committee.
 - ii) Associate membership shall automatically revert to FRIENDS membership status when such member's student (s) ceases to be enrolled in the Program.
- c) Friends of the Band Membership and Privileges
FRIENDS membership shall be granted to all other individuals who desire to serve and support the purpose and mission of the BOOSTERS. FRIENDS members shall not be granted voting rights and shall not be allowed voting membership on the Executive Board. FRIENDS members may serve as the Parliamentarian (a non-voting Executive Board position) and may serve and chair any support committee.

2) Assessments

There shall be no special assessments for members of the BOOSTERS.

3) Property Rights

No member shall have any rights to or interest in any of the property or assets of the BOOSTERS.

4) Non-liability of Members

No individual member of the BOOSTERS shall be personally liable for the debts, liabilities or other obligations of the BOOSTERS.

5) Membership Register

- a) The BOOSTERS shall maintain a membership register containing the parent or legal guardian name(s), student name, address, phone number(s), email address, grade, instrument and membership status of all current members of the organization.
- b) The record of names and addresses of the members of the BOOSTERS shall constitute the membership list of this corporation and shall not be used, in whole or in part, by any person for any purpose not reasonably related to a member's interest as a member in support of the Program.

ARTICLE IV- BAND BOOSTER CLUB MEETINGS

1) Meeting Location

Meetings of the members shall be held at the principal office of the BOOSTERS or at such other places within the County of Ventura, State of California, as may be designated by resolution of the Executive Board.

2) Business Meetings

a) There shall be a minimum of six (6) business meetings of the BOOSTERS per school year.

i) General Meetings

General meetings shall be held at the time and place designated by the Executive Board. These meeting dates will be included in the band calendar and posted on the band website. The purpose of general meetings shall be for the conduction of business transactions requiring a vote of the BOOSTERS and for conveying information about the BOOSTERS and the Program.

ii) Election Meeting

An election meeting shall be held annually each April for the purpose of electing officers to the Executive Board. The election meeting shall provide the same function as a general meeting in all other respects. The overlapping of the two boards will enable the old board to carry out the end of the year activities while training the new board.

iii) Budget Meeting

A budget meeting shall be held each September for the purpose of approving the BOOSTERS operating budget for the current fiscal year. The budget meeting shall provide the same function as a general meeting in all other respects.

iv) Special Meetings

The Executive Board may call special meetings of members for any purpose anytime. Special meetings may also be held upon written request to the Executive Board by not less than ten percent (10%) of the members of the BOOSTERS.

3) Notice of Meetings

Reminder notice of all meetings of the BOOSTERS shall be provided at least two (2) school days before the meeting date. Notice shall be given either in writing, email, or by telephone.

4) Voting

The voting rights of all Associate Members are equal. Each Associate Member shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or by absentee ballots. Cumulative voting shall not be allowed.

5) Conduct of Meetings

a) Meetings of the BOOSTERS shall be conducted in accordance with *Robert's Rules of Order* under the direction and control of the Parliamentarian, provided that, in his or her absence, the presiding officer shall appoint another person to act as Parliamentarian of the meeting. Rules governing BOOSTERS meetings may be revised insofar as such rules are

not inconsistent with or in conflict with the bylaws, the Articles of Incorporation of the BOOSTERS, or with State and Federal laws.

- b) These meetings shall be presided over by the President of the BOOSTERS or, in absence, by a Vice President. The secretary of the BOOSTERS shall act as secretary at all meetings, or in absence, the presiding officer shall appoint another person to act as secretary of the meeting.

6) Quorum

A minimum of ten (10) Associate Members must be present at any meeting of the BOOSTERS to constitute a quorum for the transaction of business.

ARTICLE V – EXECUTIVE BOARD

1) Membership

- a) The Executive Board shall consist of the elected officers, the Parliamentarian, the Booster Alumni Director, the four class reps, and the Band Director. The Parliamentarian, Booster Alumni Director and class reps are non-voting positions appointed by the Executive Board. The Band Director is an ex-officio member of the board.

- b) The Executive Board shall consist of the following officers:

- i) President
- ii) Vice President – Band
- iii) Vice President – Color Guard
- iv) Vice President – Drumline
- v) Vice President – Jazz Band
- vi) Recording Secretary
- vii) Treasurer
- viii) Financial Secretary
- ix) Director of Membership
- x) Director of Ways and Means – General Band
- xi) Director of Equipment and Maintenance
- xii) Director of Uniforms
- xiii) Alternate Wear Chairperson
- xiv) Director of Food
- xv) Director of Publicity and Correspondence
- xvi) Parliamentarian
- xvii) Booster Alumni Director
- xviii) Freshman Rep
- xix) Sophomore Rep
- xx) Junior Rep
- xxi) Senior Rep

2) Powers

The Executive Board shall work in conjunction with the Boosters to control its property and conduct its affairs, except as otherwise provided by law and by the Articles of Incorporation or by these bylaws.

3) Voting Rights

Each Executive Board position shall be entitled to one and only one vote, even if the position is filled by more than one (1) individual.

4) Eligibility

Any Associate Member of the BOOSTERS shall be eligible for positions on the executive board as provided by these bylaws.

5) Term of Office

Officers shall serve a term of one (1) year. No officer shall be eligible for the same office more than two (2) consecutive years. The term of office coincides with the fiscal year. In the event an Executive Board member's student leaves the program, the Executive Board member could continue in that position by majority vote at an Executive Board meeting.

6) Executive Board Meetings

Executive Board meetings shall be held monthly during the school year at a date, time and place designed by the Executive board.

7) Quorum

At least seven (7) of the fourteen (14) voting members must be present at an Executive Board meeting in order to constitute a quorum for the transaction of business.

8) Vacancies

Any vacancy in the Executive Board caused by the board member's student leaving the program or death, resignation or disability of an officer shall be filled by appointment of the Executive Board with confirmation by the majority vote of the Executive Board meeting. For the positions of President, all Vice Presidents and the Treasurer, their appointment must be ratified by a vote at a Booster meeting.

9) Removal of an Officer from the Executive Board

- a) When an officer fails to attend three (3) consecutive meetings or fails to perform his or her duties without adequate reason for a period of thirty (30) days, the Executive Board may remove the officer and declare the position vacant by a majority vote of the Executive Board.
- b) An officer of the Executive Board may be removed from office for cause.
 - i) All petitions for removal from the Executive Board shall be presented to the Parliamentarian for review. The Parliamentarian shall perform an investigation and present the petition and findings to the Executive Board for consideration.
 - ii) The Executive Board shall vote for removal upon presentation of findings by the Parliamentarian. An officer of the Executive Board shall be removed from office if at least two-thirds (2/3) of the Executive Board vote in favor of removal.
 - iii) If the Executive Board votes for removal in (ii) above, and the affected party desires to appeal to the entire BOOSTERS, that officer shall be given the right to have the petition presented at the next Booster meeting. The BOOSTERS shall then vote a final and binding vote on the petition for removal. The BOOSTERS shall be notified whenever a special vote to remove an Executive Board officer is scheduled at least 14

days prior to the Booster meeting when the vote will take place. Removal must be by 2/3 vote of the Associate members present and eligible to vote.

10) Records

Upon the expiration of the term of office or in case of resignation or termination, each Executive Board member shall turn over to a successor, without delay, all records, books and other materials pertaining to the Executive Board position and shall return to the Treasurer, without delay, all funds belonging to the BOOSTERS.

11) Compensation

Officers shall serve without compensation.

12) Code of Conduct

This organization is committed to the highest standards of responsibility and conduct and subscribes to the following guidelines:

- a) To observe the highest standards of personal conduct at all times;
- b) To strictly uphold the BOOSTER bylaws and CVUSD policies and procedures to safeguard people and property;
- c) To guard against the use of the BOOSTERS for personal or financial advantage or special privilege and avoid conflict of interest with its policies and operations, including the acceptance of fees, commissions, or any other personal benefit from any person or business involved in any transaction with the BOOSTERS.

ARTICLE VI – DUTIES OF OFFICERS

The duty of all Executive Board members is to be honest and use prudent business judgment in carrying out the business of the BOOSTERS.

- 1) **President(s)** – The President shall be the chief officer of the BOOSTERS and have the following duties:
 - a) General supervision and direction of the BOOSTERS except as otherwise provided by law and by the Articles of Incorporation or these bylaws. The scope of the President’s authority is limited insofar as he or she shall have no governing authority in making policies or rules without the approval of the Executive Board;
 - b) Preside at all Executive Board and General Meetings;
 - c) Prepare the agenda for all Business Meetings, as defined in Article 4, Section 2 and create reminder notices as stated in Article 4, Section 3;
 - d) Keep the executive Board informed on all issues;
 - e) Coordinate Booster activities and represent the membership in its interaction with the Band Director and professional staff;
 - f) Act as Booster representative with school administration, school district officials, the Band Director and the public;
 - g) Oversee paperwork to be filed with CVUSD for risk management and insurance;

- h) Present the annual budget at the September General/Budget Meeting with the assistance of the Treasurer;
- i) Be an ex-officio member of all standing committees except the Nominating Committee, and have such other powers and duties as may be prescribed by the Executive Board;
- j) Oversee preparation and submission of any Grants and obligations involved in accepting those grants such as City of Thousand Oaks Grants;
- k) Ensure the proper filing of annual paperwork to CVUSD to validate the status of the Boosters as an approved organization;
- l) Prepare an end of the year report to assist the incoming President(s).

2) **Vice Presidents** – The Vice Presidents shall aid the President.

In absence or disability of the president, the Vice Presidents shall perform the duties of the president in the following designated order of precedence: Vice President of Band, Color Guard, Drumline and Jazz Band. If acting as President, the respective Vice President shall have the powers of and be subject to the restrictions as the President. (See Article VI, 1)

a) **Vice President(s) – Band** - The Vice President(s) –Band shall:

- i) Assist the President in representing the band with the school administration, school district officials and the public;
- ii) Be a member of all Marching Band and Concert Band committees;
- iii) Coordinate overnight and extended distance band trips, for Marching Band and Concert Band(s), requiring lodging and/or special transportation;
- iv) Order and distribute competition tickets if applicable;
- v) Oversee the following Committee and Activities
 - 1. SCSBOA Ratings Festival
 - 2. Concert in the Park
 - 3. Winter Concert, Spring Concert, Finale Concert
- vi) Coordinate with the Student Band Council in support of the Band Director’s independent and recurring fundraising activities including, but not limited to, car washes, charitable donations, caroling, etc;
- vii) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget.
- viii) Have such other powers and duties as may be prescribed by the Executive Board;
- ix) Prepare an end of the year report to assist the incoming Vice President(s) – Band.

b) **Vice President(s) – Color Guard** – The Vice President(s) shall:

- i) Assist the President in representing the Color Guard with the school administration, school district officials and the public;
- ii) Oversee and coordinate the committees relating to Color Guard, Winter Guard, and Dance Group (collectively referred to as Color Guard);
- iii) Coordinate all Color Guard hosted events;
- iv) Coordinate Color Guard trips that are separate from trips that include the entire band;
- v) Work with the financial committee to develop the budget for the Winter Guard season; ensure the proper pledge information is forwarded to the financial secretary.
- vi) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget.

- vii) Coordinate with the procurement of costumes, props, food and other equipment for both marching and Winter Guard seasons;
- viii) Have such other powers and duties as may be prescribed by the Executive Board;
- ix) Prepare an end of the year report to assist the incoming Vice President(s) – Color Guard.

c) Vice President(s) – Drumline – The Vice President(s) shall:

- i) Assist the President in representing the Drumline with the school administration, school district officials and the public;
- ii) Be a member of all Drumline committees;
- iii) Coordinate Drumline hosted events;
- iv) Coordinate Drumline trips that are separate from trips that include the entire Band;
- v) Coordinate Percussion Concerts;
- vi) Provide support to Band Director and Instructional Staff;
- vii) Work with the financial committee to develop the budget for the spring drumline season; ensure the proper pledge information is forwarded to the financial secretary.
- viii) Coordinate with the Band Director and Instructional Staff to ensure that the activities work within the budget;
- ix) Coordinate with the procurement of costumes, props, food and other equipment for both marching and spring drumline seasons;
- x) Have such other powers and duties as may be prescribed by the Executive Board;
- xi) Prepare an end of the year report to assist the incoming Vice President(s) – Drumline.

d) Vice President(s) – Jazz Band – The Vice President(s) shall:

- i) Assist the President in representing the Jazz Band(s) with the school administration, school district officials and the public;
- ii) Be a member of all Jazz Band committees;
- iii) Coordinate Jazz Band hosted events;
- iv) Coordinate Jazz Band trips that are separate from trips that include the entire Band;
- v) Work with the financial committee to develop the budget for the Jazz Bands;
- vi) Ensure the proper pledge information is forwarded to the financial secretary.
- vii) Organize help for the Jazz Band Concerts;
- viii) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget.
- ix) Coordinate with the procurement of costumes, props, food and other equipment;
- x) Have such other powers and duties as may be prescribed by the Executive Board;
- xi) Prepare an end of the year report to assist the incoming Vice President(s) – Jazz Band.

3) Recording Secretary(s) – The BOOSTERS Recording Secretary(s) shall:

- a) Prepare and publish the minutes for all Executive Board meetings and all General Meetings;
- b) Keep a book of such minutes including notes taken during the meeting as well as a copy of the published minutes and financial reports presented by the Treasurer(s) and Financial Secretary(s);
- c) Perform other duties as assigned by the Executive Board, including maintenance of official records of the BOOSTERS including but not limited to minutes and executive board and committee chairman binder and reports;

d) Prepare an end of the year report to assist the incoming Recording Secretary(s).

4) Treasurer(s) – the Treasurer(s) shall:

- a) Maintain the BOOSTERS checkbook, review and reconcile the monthly bank statement(s), and prepare all checks for disbursement after verification that the materials or services have been received;
- b) Coordinate with the Financial Secretary(s) on band deposits;
- c) Review all financial transactions in the general ledger to ensure they are posted accurately and are within the boundaries of the budget.
- d) Prepare and present written financial reports for Executive Board and General Meetings;
- e) Coordinate the preparation of the annual budget;
- f) Assist the BOOSTERS President in presenting the annual budget at the September General/Budget Meeting;
- g) Provide money for cash boxes, when necessary, for fundraising and other events;
- h) Coordinate with the Auditor(s) and provide copies of bank statements upon request by the Auditor(s);
- i) Coordinate with the bookkeeper (if hired by the BOOSTERS);
- j) Coordinate with a tax preparer for generation of annual tax returns;
- k) Prepare an end of the year report to assist the incoming Treasurer(s).
- l) Ensure the filing of all necessary paperwork pertaining to government regulations and non-profit status.

5) Financial Secretary(s) - the Financial Secretary(s) shall:

- a) Maintain and post deposits to the general membership account;
- b) Track Associate Members' pledged band donations, and other items as necessary.
- c) Make BOOSTER bank deposits;
- d) Coordinate with the Treasurer(s) and Auditor (and bookkeeper if hired) on the status of the BOOSTERS bank accounts and accounting issues;
- e) Prepare statements for Booster parents regarding the status of their pledges;
- f) Receive all monies for deposit from all BOOSTER activities;
- g) Prepare an end of the year report to assist the incoming Financial Secretary(s).
- h) Coordinate with other Executive Board Members and/or Chairpersons regarding Program funding ;
- i) Coordinate with the Finance Committee regarding member donations;
- j) Provide BOOSTER Associate Members with a statement of their donations throughout the year.

6) Directors

All Directors of the Executive Board have specific function as defined in this section.

a) Director(s) of Membership – the Director(s) of Membership shall:

- i) Collect all member's volunteer forms, collate and distribute to all Event Coordinators;
- ii) Produce and maintain Membership Register including distribution of all adds, deletes, and changes throughout the year to all board members, chairman and boosters;
- iii) Coordinate with Director to create and distribute forms and paperwork for orientation packets;
- iv) Produce the *Booster Handbook*;

- v) Work with the middle school and elementary school student recruiters, including but not limited to, High School Orientation, Middle School Football game, Middle School Recruitment night, etc. and coordinate with other board members (like Director of Food) as necessary;
 - vi) Organize and implement the band camp event at the end of summer Band Camp;
 - vii) Assist the President in the distribution of membership information to the class representatives;
 - viii) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
 - ix) Prepare an end of the year report to assist the incoming Director(s) of Membership.
- b) **Director(s) of Equipment and Maintenance** – The Director(s) of Equipment and Maintenance shall:
- i) Manage adult and student equipment and staging crews;
 - ii) Coordinate event set-up and tear down with the Presidents and Vice Presidents of Band, Color Guard, Drumline and Jazz Band, and Committee Chairs;
 - iii) Arrange for transportation of equipment to and from competitions and other events;
 - iv) Oversee maintenance, repair, construction and/or purchase of equipment;
 - v) Secure insurance for rental equipment and vehicles with CVUSD;
 - vi) Coordinate with the Band Director for the procurement and transportation of props and other equipment for all Marching Band and Concert Band(s) programs, including, but not limited to:
 1. All District Band Festival
 2. Spring Concert
 3. Finale Concert
 - vii) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
 - viii) Prepare and end of year report to assist the incoming Director(s) of Equipment and Maintenance.
- c) **Director(s) of Uniforms** – The Director(s) of Uniforms shall:
- i) Manage the uniform fitting, distribution, repair, modification and cleaning of Marching Band uniforms, costumes and Concert Band(s) attire;
 - ii) Manage personnel responsible for the procurement and sale of alternate wear, shoes and Booster clothing ;
 - iii) Check concert and performance dress in accordance with guidelines established; Oversee the Band prepping crews before all competitions and performances;
 - iv) Ensure the uniform trailer/shed is properly stocked and maintained for all Program performances;
 - v) Coordinate with Band Director on future procurement of new marching band uniforms and/or concert band attire;
 - vi) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
 - vii) Prepare an end of year report to assist the incoming Director(s) of Uniforms.
- d) **Director(s) of Food** – The Director(s) of Food shall:
- i) Manage the procurement of food and beverage to support the Marching Band and Concert Band(s);

- ii) Oversee competition food committee, including but not limited to, football games, all day rehearsals, caroling, concerts, etc.;
 - iii) Coordinate post-caroling party;
 - iv) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
 - v) Prepare an end of year report to assist the incoming Director(s) of Student Support.
- e) **Director(s) of Ways and Means – Fundraising for the General Band** – The Director(s) of Ways and Means shall:
- i) Oversee and recruit fundraising chairpersons for all fundraising activities decided upon for the year;
 - ii) Coordinate with Nominating Committee to identify major event chairperson(s)
 - iii) Provide support to Band Director and Instructional Staff
 - iv) Coordinate with Band Director and Instructional Staff to ensure that the activities work within the budget;
 - v) Prepare an end of year report to assist the incoming Director(s) of Ways and Means.
- f) **Publicity and Correspondence – Band** – The Publicity and Correspondence chairperson shall:
- i) Act as band liaison and coordinate preparation of promotional articles before and after events, feature articles, etc., for local newspapers, radio, television;
 - ii) Take and collect pictures of band events, and all other performance groups;
 - iii) Coordinate with Alumni and Middle Schools;
 - iv) Provide support to Band Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
 - v) Prepare an end of year report to assist the incoming Director(s) of Publicity.
 - vi) Review all external correspondence to ensure the integrity of the TOHS Band message.
- g) **Parliamentarian** – The Parliamentarian is a non-voting, appointed position to the Executive Board. The immediate past president or such other person or as determined by the Executive Board shall serve as the Parliamentarian. The Parliamentarian shall:
- i) Be the ultimate authority, determining rules of procedure at Executive Board meetings and all meetings of the BOOSTERS;
 - ii) Utilize Robert’s Rules of Order as a guide and reference;
 - iii) Mediate disputes between members of the Executive Board and/or the BOOSTERS and/or the professional staff;
 - iv) Chair the Nominating Committee;
 - v) Prepare an end of year report to assist the incoming Parliamentarian.
- h) **Class Reps** – One from each grade level. Class reps are non-voting, appointed positions to the Executive Board.
- i) Be a point of contact for parents when they are unclear on activities of the band.
 - ii) Provide Communication during the year to individual grades on items such as dates of band activities, encouragement, summary of events, etc.
 - iii) Coordinate and recruit volunteers for the supervision of band members for the class car wash over the summer;

- iv) Maintain an accurate an email list of parents and students from grade level.
- v) Senior Rep and Junior Reps are responsible for working with the Band Director to plan Senior Circle at the end of Marching Season.
- i) **Booster Alumni Director**– The Booster Alumni Director is a non-voting, appointed position to the Executive Board.
 - i) Maintain a network of Booster Alumni with current contact information.
 - ii) Communicate with Booster Alumni during the year to promote participation, volunteerism and sponsorships of band activities.

ARTICLE VII – ELECTION of officers to the Executive Board

- 1) Nominating Committee
 - a) The nominating committee shall be comprised of the Parliamentarian and seven (7) Associate Members with at least one member being of the current Executive Board. The president may not serve on the nominating committee.
 - b) A nominating committee shall be selected from the general membership, in January, three (3) months prior to the annual election meeting;
 - c) No member shall serve on the nominating committee two (2) consecutive years, except as Parliamentarian;
 - d) The Parliamentarian, a non-voting member, shall chair the nominating committee.
- 2) Slate Selection
 - a) The nominating committee shall publicize the positions available and provide methods for securing feedback from membership on their interest in serving.
 - b) The nominating committee shall develop a slate of candidates for all Executive Board positions.
 - c) Only those members who have signified their consent to serve, if elected, shall be nominated.
 - d) The slate of officers shall be presented to the membership, in March, prior to the election meeting.
 - e) In addition the nominating committee will try to identify volunteers for all the identified chairperson(s) positions at the same time as the slate.
- 3) Election Process
 - a) Officers shall be elected at the annual meeting of members or may be elected at any special meeting of the members held for that purpose.
 - b) The Parliamentarian shall preside over all elections.
 - c) In addition to the slate of candidates proposed by the Nominating Committee, nominations may be made from the floor at the annual election meeting. Only those members who have signified their consent to serve, if elected, shall be nominated.
 - d) If there is but one nominee for any office, the election is held by voice vote.
 - e) For any positions where there are multiple nominees, the Parliamentarian shall conduct a vote by ballot.

4) New Board responsibilities

The new board, in conjunction with the existing board, will be responsible for determining the preliminary budget for the following band year which is presented at the May BOOSTER meeting, as well as planning the calendar and fall field show props, costumes, etc. A member of the current board will be present at all meetings held by the new board to provide guidance and direction.

ARTICLE VIII – COMMITTEES

1) Establishment of committees

There shall be such committees established by the Executive Board as may be required to carry on the business of the BOOSTERS.

2) Committee Chairpersons and Membership

All committee members and chairperson(s) shall be current members of the BOOSTERS or FRIENDS.

3) Reporting Requirements

Chairpersons shall present plans of work and proposed budget to the appropriate Executive Board member for approval.

4) Removal

When a chairperson is not fulfilling his responsibilities as prescribed in these bylaws or engages in conduct injurious to the organization or its purposes, the Executive Board, by a two-thirds (2/3) affirmative vote, may remove the individual from the position and declare the chair vacant.

5) Records

Upon the completion of their assignment, resignation or termination, each chairperson shall turn over to the secretary, without delay, all records, including completed At a Glance sheets, books, and other materials pertaining to the committee and shall return to the financial secretary, without delay, all funds belonging to the BOOSTERS.

6) Establishment of Sub-Committees

The BOOSTERS, the Executive Board and the committee chairpersons each have the power to establish special sub-committees in order to carry out specific programs and projects.

7) Period of Service

The committee chairpersons and members of special sub-committees shall serve until their assignments have been completed.

ARTICLE IX – FINANCIAL MANAGEMENT

1) Collection and Disbursement of Funds

a) The BOOSTERS funds shall be obtained from five primary sources:

- i) Gifts and contributions
- ii) Grants
- iii) Proceeds from approved fundraising activities
- iv) Event ticket and food sales

- v) Sponsorships
 - b) The BOOSTERS shall disburse through the following funds:
 - i) Operating Fund
 - ii) Strategic Reserve Fund
 - c) The Executive Board may not increase the Instructional budget more than a factor of 20% of the prior year's spend without approval of a majority of the BOOSTERS present at a general meeting of the BOOSTERS where the issue Instructional expense budget has been previously placed on the agenda. The BOOSTERS shall be notified whenever a vote to change the Instructional expense budget is scheduled, at least one week prior to the Booster meeting when the vote will take place.
- 2) Financial Reports:
- a) Financial Reports include income, expenses, and cash on hand. The financial report shall represent financial status of no older than two (2) weeks.
 - b) Financial Reports shall be prepared by the Treasurer and presented to the Executive Board at their monthly board meetings.
 - c) A financial report shall be prepared by the Treasurer and presented to the BOOSTERS at each monthly Booster meeting.
 - d) Annual financial reports, for the prior year, shall be presented at the first regular membership meeting of the fiscal year.
- 3) Signing of checks
- a) All checks, drafts or other orders for payment of money, notes or evidence of indebtedness issued in the name of or payable by the BOOSTERS shall be signed by two Executive Board members according to the following guidelines and restrictions:
 - b) Cosigners shall represent two different Executive Board positions.
 - c) Spouses shall not be cosigners for any check.
- 4) Budget Committee
- a) The budget committee shall be comprised of the president, treasurer, financial secretary, VP – band, and Ways and Means directors. The band director will be an ex-officio member of the budget committee. All vice presidents, directors, chairman, and the band director will be contacted to provide information to these officers to enable the budget to be representative of anticipated activities. A proposed budget will be developed by the new board for the following fiscal year and shall be presented to the Executive Board prior to the end of the current fiscal year.
- 5) Loans – No loans are permitted
- 6) Auditor(s) – An Auditor shall be appointed by the Executive Board to:
- a) Perform a financial review including reconciliation of month-end bank statements and scrip accounts;
 - b) Perform financial review of all major fundraisers;
 - c) Perform an annual audit;
 - d) Assure that adequate internal controls or procedures are maintained to ensure adherence to BOOSTER policies;

- e) Prepare a report to submit to the School District (CVUSD);
- f) Prepare an end of the year report to assist the incoming Auditor(s).

ARTICLE X– OPERATING FUND

The BOOSTERS shall utilize funds collected to cover the costs of operation of the BOOSTERS, and the Program.

- 1) Budget
 - a) The annual budget of the BOOSTERS shall be approved by a majority vote of attending members at the first regular membership meeting of the fiscal year.
 - b) Once the annual budget has been approved by the BOOSTERS, allocation of Funds for non-budgeted items shall be handled according to the following terms and conditions:
 - i) Non-budgeted items that become necessary for purchase during the course of the budget year and exceed \$2,000 shall require vote approval of the BOOSTERS during general Booster Meeting.
 - ii) The BOOSTERS shall be notified when non-budgeted items are planned for vote at least one week prior to the Booster meeting when the vote will take place. A description of the non-budgeted item shall be posted in the band room.
 - iii) If a non-budgeted emergency arises and funding up to \$2,000 is immediately necessary, a special meeting of the Executive Board shall be convened to vote on the non-budgeted item. If such an emergency condition results in the Executive Board allocating funds outside the approved budget, the BOOSTERS shall be advised of the situation at the next general meeting of the BOOSTERS.
 - iv) In all cases, the allocation of funds to a non-budgeted item shall not be made when funds and/or unallocated reserves are not available to cover projected expenses of the BOOSTERS.
 - c) Any proceeds in excess over operating expenses shall be transferred to the Strategic Reserve Fund or the budget of the next fiscal year at the discretion of the Executive Board.

ARTICLE XI – STRATEGIC RESERVE FUND

The BOOSTERS shall maintain a Strategic Reserve Fund for the purpose of helping to fund specific equipment acquisitions and specific Program costs. The balance in the Strategic Reserve Fund may fall ‘temporarily’ below 25% of the BOOSTERS’ annual operating budget, during the school/fiscal year, however the balance must be restored to at least 25% by the end of the fiscal year. Approval by a majority vote of the BOOSTERS during a general meeting is required in order appropriate monies from the Strategic Reserve Fund.

ARTICLE XII - DISSOLUTION OF THE CORPORATION

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(3)(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIV - AMENDMENTS TO BYLAWS

These bylaws may be amended by a two-thirds (2/3) vote at any general meeting provided notice has been given at the previous meeting OR thirty (30) days written notice has been given to the membership.