



BY-LAWS OF THE THOUSAND OAKS HIGH SCHOOL BAND BOOSTER CLUB, INC.

A CALIFORNIA CORPORATION

Revision 5: May, 2008

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, the Color Guard(s), Drum Line, 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:

- i) Promote and encourage the Program to reach its fullest potential
- ii) Support the music and performance program as defined by the Band Director
- iii) Promote the interests of the Program within the local community
- iv) 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, listed in the Bugle, and posted on the band website. The purpose of general meetings shall be for conduction 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 give 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 by-laws, 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 al 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 and the Band Director. The Parliamentarian is a non-voting position 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 – Drum Line
 - v) Vice-President – Jazz Band
 - vi) Recording Secretary
 - vii) Treasurer
 - viii) Auditor
 - ix) Financial Secretary
 - x) Director of Membership
 - xi) Director of Ways and Means – General Band
 - xii) Director of Ways and Means - ISSA
 - xiii) Director of Equipment and Maintenance
 - xiv) Director of Uniforms
 - xv) Director of Food
 - xvi) Director of Publicity
 - xvii) Parliamentarian

2) Powers

The Executive Board shall exercise the powers of the BOOSTERS, control its property and conduct its affairs, except as otherwise provided by law and by the Articles of Incorporation or by these by-laws.

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, who is in good financial standing with the organization, shall be eligible for positions on the executive board as provided by these by-laws.

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 a 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 eight (8) of the seventeen (17) Executive Board members must be present at an Executive Board meeting in order to constitute a quorum for the transaction of business.

8) Vacancies

- a) 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 sixty (60) 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:

1. To observe the highest standards of personal conduct at all times;
2. To strictly uphold the BOOSTER bylaws and CVUSD policies and procedures to safeguard people and property;
3. 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, direction and control of the BOOSTERS except as otherwise provided by law and by the Articles of Incorporation or these by-laws. The scope of the President's authority is limited in so far 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 each General Meeting;

- 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) Oversee and recruit chairpersons to assist with the publishing of “The Bugle” and coordinate its distribution with the mailing committee;
- 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 Work Days;
- 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.

- a) 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, Drum Line 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)

b) 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) Be in charge of concert ticket sales;
- vi) Organize participation in the Conejo Valley Days Parade;
- vii) Oversee the SCSBOA Ratings Festival;
- viii) Organize booster help for the Winter Concert, Spring Concert; Finale Concert, Concert in the Park, etc.
- ix) Coordinate with the Student Band Council in support of the Band Director’s independent and recurring fund-raising activities including, but not limited to, car washes, charitable donations, caroling, etc;
- x) Provide support to Band Director and Instructional Staff;
- xi) Coordinate with the Band Director and Instructional Staff to ensure that the activities work within the budget;

- xii) Have such other powers and duties as may be prescribed by the Executive Board;
- xiii) Prepare an end of the year report to assist the incoming Vice President(s) – Band.

c) 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) Be a member of all Color Guard committees;
- iii) Coordinate all Color Guard hosted events;
- iv) Coordinate Color Guard trips that are separate from trips that include the entire band;
- v) Provide support to Band Director and Instructional Staff;
- vi) Work with the financial committee to develop budget for the winterguard season; ensure the proper billing is forwarded to the financial secretary, and help with collecting those fees.
- vii) Coordinate with the Band Director and Instructional Staff to ensure that the activities work within the budget;
- viii) Coordinate with the procurement of costumes, props, food and other equipment for both marching and winterguard seasons;
- ix) Have such other powers and duties as may be prescribed by the Executive Board;
- x) Prepare an end of the year report to assist the incoming Vice President(s) – color Guard.

d) Vice President(s) – Drum Line – The Vice President(s) shall:

- i) Assist the President in representing the Drum Line with the school administration, school district officials and the public;
- ii) Be a member of all Drum line committees;
- iii) Coordinate Drum Line hosted events;
- iv) Coordinate Drum Line 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 budget for the spring drumline season; ensure the proper billing is forwarded to the financial secretary, and help with collecting those fees.
- 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) – color Guard.

e) 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 budget for the spring drumline season; ensure the proper billing is forwarded to the financial secretary, and help with collecting those fees.
- vi) Jazz Band Concerts;
- vii) Provide support to Band Director and Instructional Staff;
- 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;
- 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 and individual student savings account balances prior to disbursement from accounts;
- c) Review all financial transactions in the general ledger for reasonableness and account posting accuracy;
- 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 fund-raising 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).

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

- a) Maintain and post the Individual Student Scholarship Accounts (ISSA);
- b) Maintain and post transactions to band member accounts;
- c) Invoice member accounts for band fees, clothing purchases, and other items as necessary.
- d) Make BOOSTER bank deposits;
- e) Coordinate with the Treasurer(s) and Auditor (and bookkeeper if hired) on the status of the BOOSTERS bank accounts and accounting issues;
- f) Prepare statements for Booster parents regarding the status of their accounts;
- g) Prepare a monthly report to post in the Band Room of (ISSA);
- h) Receive monies for deposit from all fund-raising activities of the BOOSTERS;
- i) Receive monies for deposit from Booster families for payment of expenses and contributions;
- j) Prepare an end of the year report to assist the incoming Financial Secretary(s).
- k) Coordinate with other Executive Board Members and/or Chairpersons regarding Program appropriate charges to be billed to members;
- l) Coordinate with the Finance Committee regarding member collection issues;

6) Auditor(s) – The Auditor(s) shall:

- a) Perform a monthly financial review including reconciliation of month-end bank statements and scrip accounts;
- b) Perform financial review of all major fundraisers;
- c) Perform two audits annually;
- d) Assure that adequate internal controls or procedures are maintained to assure 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).

7) 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)
- iv) Produce the *Booster Handbook*
- v) Work with the junior high and elementary school student recruiters, including but not limited to, High School Orientation, Junior High Football game, Junior High Recruitment night, etc. and coordinate with other board members (like Director of Food) as necessary;
- vi) Organize and implement the family picnic at the end of summer Band Camp;
- vii) Distribute membership information to the class representatives parents;

- viii) Ensure that the activities work within the budget;
- ix) Provide support to Band Director and Instructional Staff.
- x) 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, Drum Line and Jazz Band, and the Director(s) of Special Events;
 - 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 procurement of props and other equipment for all Marching Band and Concert Band(s) programs;
 - vii) Conejo Valley Days Parade – transportation of equipment;
 - viii) All District Band Festival;
 - ix) Spring Concert – all backstage activities including equipment transportation, special props, setup, teardown and stage crews, should the event be held off campus;
 - x) Finale Concert
 - xi) Provide support to Band Director and Instructional Staff;
 - xii) Coordinate with Band Director and Instructional Staff to ensure that the activities work within the budget;
 - xiii) 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)
 - ii) Manage personnel responsible for the procurement and sale of alternate uniforms, shoes and Booster clothing and coordinate billing with the Financial Secretary;
 - iii) Check concert and performance dress in accordance with guidelines established by the Band Director;
 - iv) Oversee the Band prepping crews before all competitions and performances;
 - v) Manage the uniform fitting, distribution, repair, modification and cleaning of Marching Band uniforms, costumes and Concert Band(s) attire;
 - vi) Coordinate with Band Director on future procurement of new marching band uniforms and/or concert band attire;
 - vii) Provide support to Band Director and Instructional Staff;
 - viii) Ensure that the activities work within the budget;
 - ix) 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-carolling party;
 - iv) Provide support to Band Director and Instructional Staff;
 - v) Coordinate with Band Director and Instructional Staff to ensure that the activities work within the budget;
 - vi) Prepare an end of year report to assist the incoming Director(s) of Student Support.
- e) Director(s) of Ways and Means – Fundraising for Individual Student Savings Accounts (ISSA) shall:
 - i) Oversee and recruit chairperson(s) for all fund-raising activities relating to funds raised for the ISSA, including but not limited to, candy sales, Great Kards, Scrip sales, wreath sales, etc.;
 - ii) Investigate and propose fund-raising opportunities;
 - iii) Oversee and recruit chairpersons/committee to handle the AD Book including ad collection, development, publishing and distribution.
 - iv) Seek corporate sponsors;
 - v) Provide support to Band Director and Instructional Staff;
 - vi) Coordinate with Band Director and Instructional Staff to ensure that the activities work within the budget;
 - vii) Prepare an end of year report to assist the incoming Director(s) of Ways and Means.
- f) 2) Director(s) of Ways and Means – Fundraising for the General Band – The Director(s) of Ways and Means shall:
 - i) Oversee and recruit fund-raising chairpersons including, but not limited to, football game refreshments (churros, etc), restaurant nights, Conejo Valley Days sales booths, Pancake Breakfast, Dinner Dance and Golf Tournament; Thousand Oaks High School Field Tournament;
 - 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.
- g) Publicity – Band – The publicity 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) Coordinate with Band Council publicity member;
 - iii) Take and collect pictures of band events, and all other performance groups;
 - iv) Coordinate with Alumni and Middle Schools;
 - v) Provide support to Band Director and Instructional Staff;

- vi) Coordinate with Band Director and Instructional Staff to ensure that the activities work within the budget;
 - vii) Prepare an end of year report to assist the incoming Director(s) of Publicity.
- h) **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.

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 will be responsible for determining the budget for the following band year which is presented at the May parent 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, 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.

8. Standing Committee

The class representatives are appointed by the president and serve as ambassadors of the Boosters. They are a point of contact for the parents when unclear on activities of the band . They help to lessen the load for the Executive board and provide communication during the year to their individual grade such as dates of band activities, encouragement, summary of events, etc.

ARTICLE IX.– FINANCIAL MANAGEMENT

1) 1. Collection and Disbursement of Funds

- a) The BOOSTERS funds shall be obtained from five primary sources:
 - i) Applicable expenses.

- ii) Gifts and contributions
 - iii) Grants
 - iv) Proceeds from approved fund-raising activities
 - v) Instructional Donation
- b) The BOOSTERS shall disburse through the following funds:
- i) Operating Fund
 - ii) Strategic Reserve Fund
 - iii) ISSA Fund (Individual Student Savings Account)
 - iv) Scholarship Fund
- c) The Executive Board may not increase the Instructional Donation more than a factor of 20% of the prior year's contributions without approval of a majority of the BOOSTERS present at a general meeting of the BOOSTERS where the issue Instructional Donations has been previously placed on the agenda. The BOOSTERS shall be notified whenever a vote to change these Instructional Donations 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, outstanding receivables, anticipated payables 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:

Cosigners shall represent two different Executive Board positions.

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 shall be presented to the Executive Board prior to the end of the current fiscal year.

5) Loans

- a) If there is a requirement for a purchase and direct funds are not available, nor is there any conceivable way to raise the funds in a timely manner, the BOOSTERS may take out a loan. Prior to obtaining funding in this manner, this action shall be approved by a majority vote of the BOOSTERS during a general meeting.
- b) The BOOSTERS shall be notified when a loan request is planned for vote at least one week prior the Booster meeting when the vote will take place. A description of the item(s) to be purchased with the loan proceeds as well as the terms of the loan (payments, interest rate, length of loan, total of payments, and any pre-payment clauses) shall be posted in the band room and emailed to members, at least one week prior to the vote.

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 Scholarship Fund 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– INDIVIDUAL STUDENT SAVINGS ACCOUNTS

- 1) Establishment of Individual Student Savings Accounts
 - a) The Executive Board may establish special individual student savings accounts (ISSA) with funds derived from specified fund-raising activities of the BOOSTERS. These funds may be used by students to offset expenses for various program functions and activities.
 - b) Applicable expenses are:
 - i) Program student costs, fees and contributions
 - ii) Honor band, solo and ensemble costs
 - iii) Band trips
 - iv) Instrument supplies, repairs, and rental
 - v) Instrument purchase
 - vi) Related performance lessons, camps, programs
 - vii) Performance equipment
 - viii) Music and dance lessons
 - ix) Performance attire
 - x) Program Activity
- 2) Administration of Student Savings Accounts

- a) Student Savings funds are administered by the BOOSTERS with the Executive Board having sole discretion involving the disbursement of funds.
 - b) All individual withdrawals requested on withdrawal forms must be forwarded to the Financial Secretary for authorization of payment. Written parental approval is required for all withdrawals. (This may be done via email). Non-program expenditure requires a receipt (canceled check or bill) for all requests for reimbursement and must be attached to the withdrawal form. All requests must be submitted within 90 days of expenditure. Requests submitted beyond 90 days require approval.
 - c) At the discretion of the Executive Board, the ISSA program and its associated benefits may be extended to students participating in any other school-sanctioned organizations.
- 3) Funds remaining in individual accounts after the end of the school year will be:
- a) Automatically transferred to the BOOSTERS general account as payment for delinquent fees.
 - b) Retained for families expected to return within 2 years.
 - c) Transferred to the BOOSTERS general account after thirty (30) days, if a student ceases or fails to participate in band activities.
- 4) Funds remaining in individual accounts upon the student's graduation or withdrawal from the program may be refunded or transferred to another student or donated to the band if the student's fees and expenses are already paid in full and if the refund request is made within thirty (30) days of graduation or withdrawal. No request will result in leftover funds being donated to the scholarship fund.

ARTICLE XIII - FINANCIAL SCHOLARSHIP FUND

- 1) Establishment of Financial Scholarship Fund
- a) The Executive Board may establish a special fund to help defray expenses of Booster families who are experiencing financial . These funds may be allocated by the Executive Board to offset Booster family expenses for program functions and activities.
 - b) Due to the unpredictability of obtaining scholarship funds for financial , the amount of funds available from year to year will vary.
 - c) Disbursement of Financial Scholarship funds is limited to the following allowable expenses and will be applied in this order:
 - i) Instruction Donations
 - ii) Program trip expenses

iii) Alternate Uniform

2) Administration Financial Scholarship Funds

- a) Financial Scholarship Funds are administered by the BOOSTERS Executive Board. The Executive Board is not required to disburse all available funds at any time. These funds may be held from one fiscal year to the next.
- b) Eligibility must first be established through the District Financial Aid Assistance program and conform to applicable District Policy.
- c) The Executive Board shall establish fair and equitable procedures for the disbursement of Financial Scholarship funds.
- d) The President, Treasurer, and Financial Secretary, are responsible for and shall have sole discretion involving the disbursement of these funds.
- e) The Executive Board shall maintain confidentiality in all matters pertaining to requests for funds and/or disbursement of these funds.

ARTICLE XIV - 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 XII - 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.

Revision History

REVISION 1: Date and content unknown

- a) Revision 0: Date and content unknown
- b) Revised and approved on March 20, 2001 by the Thousand Oaks High School Band Booster Club, Inc.

REVISION 2: November 1998 (Section and page number refer to Revision 2 ONLY)

- a) See Section 2c. on page 7 Vice President Drum Line
- b) See Section 3e. on page 9 Director of Special Events
- c) See Article V on page 5 Sections 3b and 3d
- d) See Article VI on p 6

REVISION 3: March 2001

- a) Revision Summary: Significant changes and modifications to content and format were made with this revision. The original outline format has been extensively revised so that no traceability between this version and Revision 2 can be made
- b)

Added a section pertaining to collection and disbursement of funds.

- c) Added two new Executive Board positions, split one position:
 - i) Vice President – Jazz Band added to coordinate jazz band activities
 - ii) Parliamentarian added as a non-voting member of the Board whose role is to officiate rules and decorum at Executive Board meetings as well as our monthly Booster meetings.
 - iii) Secretary split into two positions: Recording Secretary and Corresponding Secretary to provide more support to the BOOSTERS and the Band Director.
- d) Included is a new class of membership, FRIENDS Membership as non-voting members of the BOOSTERS. Added membership dues for FRIENDS members.
- e) Clarified various duties of Executive Board officers to be consistent with current duties performed by these Executive Board members.
- f) Added rules governing fiscal operation of the Boosters. Procedures have been developed to cover budget reporting, over budget spending caps and disbursement of accrued profits.
- g) Added a description of the Financial Scholarship Fund

Shari Smith

Chairperson, Bylaws Committee
Thousand Oaks High School Band Booster Club, Inc.

To add above
Revision 4: February 2004

REVISION 4: February 2004

a) Name change to Thousand Oaks High School Band, rather than Thousand Oaks High School Band and Color Guard.

b) Added one Executive Board position by splitting one position:

Director(s) of Student Support split into two positions: Director of Uniforms and Director of Food, to provide more support to the BOOSTERS and the Band Director.

c) Clarified various duties of Executive Board officers to be consistent with current duties performed by these Executive Board members

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d) Removed Friends Membership dues.

e) Added – the nominating committee will try to fill identified chair positions with volunteers at time of slate selection.

f) Added rules governing fiscal operation of the Boosters, with the addition of two (2) new Articles – Operating Fund and Strategic Reserve Fund .

g) Name change to Student Scholarship Accounts to Individual Student Savings Accounts. Made amendments here.

h) Financial Scholarship Fund – included eligibility, conform with applicable District Policy.

i) Changes in wording throughout document to remain consistent.

j) Removed Corresponding Secretary position.

k) Removed Special Events Board position and transferred duties to President, VP Band and Director of Equipment.

k) Code of Conduct Statement to be signed by Executive Board members and chairpersons.

1) Added – Article XIV – Dissolution of the Corporation Statement

Revised and approved on by the Thousand Oaks High School Band Booster Club, Inc.

Shari Smith

Chairperson, Bylaws Committee

Thousand Oaks High School Band Booster Club, Inc.

Revision 5 – May 2008

Revision Summary: Changes made to format and wording to be consistent with total document wording.

- 1) Changed dates for nominating committee and elections to allow officers to be in place in time to plan the year and be ready to present information to next year band families at annual meeting in May.
- 2) Moved responsibilities to reflect current positions who execute or oversee the work.
- 3) Clarified use of ISSA and disposition of funds when students withdraw or graduate.
- 4) Eliminated signing of Code of Conduct form and incorporated statement in by-laws.
- 5) Clarified role of Financial Secretary.

Revised and approved by the Thousand Oaks High School Band Booster Club Inc at the _____, 2008 Meeting

Dorothy Hatfield

Chairperson, Bylaws Review Committee 2008

Members – Anne Bern, Tami Casebolt, Val Martin, Brenda Priske, and Kay Tallman