

# **Beyer High School Band Booster By-Laws**

## **Article I**

### **NAME**

**Section 1:** This Organization shall be known as the “Beyer Band Boosters” (Boosters)

**Section 2:** For the purpose of this document “band” shall refer to the combined band and color guard.

**Section 3:** The BOOSTERS are a 501c (3), Non-Profit tax-exempt organization that provides support to the Band and Guard in compliance with and under the auspices of the Modesto City School District (MCSD). The BOOSTERS fiscal year is from July 1 to June 30th, and is consistent with the MCSD fiscal year. The business of the BOOSTERS is located at 1717 Sylvan Ave. in Modesto, CA 95355. The Executive Board has authority to change this location to another at their discretion.

## **Article II**

### **PURPOSE**

**Section 1:** \*BBB will promote the development of leadership skills through participation and involvement in this competitive team performance program.

**Section 2:** To make people aware of the band’s contributions to the school and community through continued interest in instrumental music and color guard activities among parents, student body and the community.

**Section 3:** To support the band director in his/her efforts and goals

## **Article III**

### **MEMBERS**

**Section 1:** The Beyer Band Boosters will not restrict membership, service, or benefits of the organization on the basis of race, creed, color, national origin, ancestry, sex, sexual orientation, marital status, disability, political affiliation or age.

**Section 2:** All interested persons with the purpose to promote interest in and support of instrumental music and color guard activities can be members of the Beyer Band Boosters.

## **Article IV**

### **EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the elected executive officers: President, VP of Service, VP of Fundraising, Blue Crew Chief, Treasurer, Secretary, and Band Director or his/her designee (if necessary in their absence). The executive Board shall meet at the call of the President to consider the work and welfare of the organization. The Board shall act in the best interest of the organization.

**Section 2:** Warrants necessary to conduct BBB business may be signed by any current elected executive officer. Any warrants for non-budgeted or non-student reimbursement items in excess of \$1000.00 will be issued in combination of Treasurer and one other authorized signer. The recipient of the check and the signer on the check may not be in the same family, same household, including married and domestic partners.

## **Article V**

### **ELECTED EXECUTIVE OFFICERS AND DUTIES**

**Section 1:** President – Shall preside over general membership and board meetings; may call a meeting of the executive board or general membership as needed. May sign contracts

**Section 2:** V.P. Of Service – May preside in the absences of the President; shall be responsible for the conduct and management of all non-fundraising activities of this organization.

**Section 3:** V.P. of Fundraising – May preside in the absent of President. Shall be responsible for the conduct and management of all fundraising activities.

**Section 4:** Blue Crew Chief- is responsible to oversee the needs of vehicles, equipment, props and their transport to needed venues.

**Section 5:** Treasurer- Shall be responsible for the accounting of all payments, fees, monetary donations and revenues collected on the behalf of the organization. The treasurer will be responsible for the payment and reimbursement, on purchases made on behalf of the program. The Treasurer further ensures that the current year's books are available for independent audit and closed out by August 15th, prior to turning the said duties over to any incoming Treasurer. In addition the Treasurer will ensure the annual non-profit tax filing, as required by the IRS, takes place on or before the established deadline of Nov. 15th.`

**Section 6:** Secretary- Shall record the minutes of all proceedings at the executive Board and General membership meetings; shall be prepared to read on call, the record of any business from previous meetings; shall answer correspondence as assigned.

## **Article VI**

### **CABINET**

**Section 1:** The Cabinet shall consist of the Committee Chairpersons, who shall be appointed by the Executive Board.

**Section 2:** The Cabinet shall act in an advisory capacity under the Executive Board.

## **Article VII**

### **CABINET POSITIONS**

**Section 1:** Financial Secretary- Can assist in duties such as: Collect and count money, make deposits Including providing financial data to the Treasurer; assist in verifying fundraising income and expenses including student earnings; assist the Treasurer with duties as deemed appropriate. These two positions cannot be held by any two individuals in the same family, same household, including married and domestic partners.

**Section 2:** Color Guard Representative- Shall act as a liaison between the Executive Board and the Color Guard instructors.

**Section 3:** Percussion Representative- Shall act as a liaison between the Executive Board and the Head Percussion instructor.

**Section 4:** Newsletter Editor- The newsletter Editor shall be responsible for preparing and Publishing a newsletter for the Band and Boosters activities and news, on a monthly basis through the school year.

**Section 5:** Publicity/Historian- The Publicity/Historian Chairperson shall be Responsible for publicizing events and activities of the band and boosters by means of press, radio, TV, or such other media as are available. In addition the Historian shall maintain a collection of memorabilia for the historical reference purposes; and shall turn in an annual report at the end of the school year.

**Section 6:** Uniforms- The uniform chairperson and his/her committee is responsible For the care, upkeep and the inventory of all items of uniforms worn by the Students participating in the Beyer Band and Color Guard.

**Section 7:** Hospitality- The Hospitality Chairperson shall coordinate membership Donations of food and volunteers for band activities and events including duties deemed appropriate by the VP of Service.

**Section 8:** Chaperone- The Chaperone Chairperson shall maintain a list of volunteers and Coordinate chaperones as needed.

**Section 9:** Other Committee Chairpersons can be selected or appointed by the Executive Board as needed.

## **Article VIII**

### **ELECTIONS**

**Section 1:** The Board and Band Director will select a nominating committee consisting of 3-5 people at the March Board meeting.

**Section 2:** This committee will be responsible for distributing a nomination form at the March General Meeting. The goal of this committee is to obtain at least one nomination for each executive board position. This committee is required to post the nominees by positions prior to the April meeting.

**Section 3:** The committee will present a formal ballot of nominees at the April general membership meeting. They will conduct the voting process and ballot counting at the May General Meeting. If a position is without a candidate, the committee will accept a write in candidate before the vote is conducted. If a position remains vacant the board can appoint an interim officer.

**Section 4:** The term of each executive board position is for 1 year with the option to be reelected for a 2nd or 3rd term. This applies to any individual holding the same position

consecutively over this time period. A person may not run for the same position after a 3 year term without one year off between terms. Each term will run from July 1- June 30th.

## Article IX

### QUORUM

**Section 1:** Fifty percent of the board plus one additional member shall constitute a quorum for the transaction of business at general membership and executive board meetings.

## Article X

### MEETINGS

**Section 1:** The General Membership and Executive Board shall meet monthly on a regular established schedule

**Section 2:** There will be no less than eight general Membership monthly meetings of the membership within a school year held at Beyer High School.

## Article XI

### VOTING RIGHTS

**Section 1:** The Executive Board shall have the right to vote on the following matters at an Executive Board or General Membership Meeting. Only the Executive Officers present at either meeting shall cast a vote and have one vote, there will be no proxy vote. A quorum must be present at either meeting for passage.

The Executive Board has the right to:

- A. Appoint a committee chairperson.
- B. Fill vacant positions on the Executive Board and committees.
- C. Approve minutes of the previous Executive Board Meetings.
- D. Remove a committee chairperson.
- E. Remove, for cause, an Executive Officer. *"For cause" shall include, but Not be limited to, conviction of a crime, misappropriation of funds, acts of Moral turpitude, and/or three consecutive, unexcused absences from Executive Board meetings.*
- F. Approve the budget and any amendments to the budget. The outgoing Executive Board shall also vote on the approval of the upcoming budget which can take place at a General Meeting or Budget Meeting.
- G. Include other matters as determined by the Executive Board.

The General Membership has the right to approve any loan. The Executive Board shall provide *\*notification* to the General Membership of the following:

1. A detailed description of the items to be purchased.
2. The reason/justification for the loan including the loan terms not limited to the loan amount, number of payments, pre-payment clauses and interest rate as they apply, including the sum total of the loan repayment amount.
3. The General Membership must be informed of the identity of the Loan Institution and/or individual offering the loan.
4. The General Membership meeting in which a loan presentation is to occur must be posted and presented in that meeting's agenda items.

*The term notification (above) denotes that the General membership must be informed by the Executive Board about all information included in sections 1-4 (above) at a General Membership meeting for a vote to take place regarding a loan to the Beyer Band Boosters.*

## **Article XII**

### **BUDGET COMMITTEE**

**Section 1:** The budget committee shall meet to approve a budget. The committee shall consist of the newly elected and the out-going Executive Board, Band Director and assistant Band Director. Only the newly elected and out-going Executive Board Members and the Band Director that are present shall have a vote.

**Section 2:** The Budget Committee shall present their proposed budget for the upcoming School year at the General Membership meeting for approval.

## **Article XIII**

### **BY-LAWS COMMITTEE**

**Section 1:** The Executive Board may appoint a committee to review the By-Laws, as needed. The committee shall report their proposed changes to the Executive Board. Any proposed changes to the by-laws shall be presented to the general membership for discussion and vote at the next general membership meeting, following the report to the Executive Board.

**Section 2:** The Budget Committee shall present their proposed budget for the upcoming School year at the General Membership meeting for approval.

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