

# TEMESCAL CANYON HIGH SCHOOL BAND BOOSTERS BY-LAWS

## ARTICLE I – NAME

The name of this organization shall be Temescal Canyon High School Band Boosters located in Lake Elsinore, California.

## ARTICLE II – PURPOSE

### Section 1. Status

The Temescal Canyon High School Band Boosters shall be a non-profit organization.

### Section 2. Purpose

The purpose of this organization shall be to support the activities of Temescal Canyon High School Band , , and Color Guard; and to foster interest and support in the community. The Temescal Canyon High School Band Boosters support shall include, but is not limited to:

1. Promoting student leadership and responsibility, student development in growth of self-esteem, character and respect.
2. Fostering respect and communication among parents, students and the directors.
3. Supporting the goals and objectives of the directors and their respective programs.
4. Assisting the directors, the staff, and the students with administrative and logistical support when requested.
5. Promoting a positive image of the programs throughout the community.
6. Providing financial support for the programs.
7. Supporting the Mission Statement of Temescal Canyon High School and the Lake Elsinore School District.

## ARTICLE III - MEMBERSHIP

Any person interested in the purpose of the Temescal Canyon High School Band Boosters may become a member. Membership may or may not include a fee. Parents and guardians of current Band students, as well as the students are members who shall have voting rights and are eligible to hold office. All others shall be classified as honorary members and shall be entitled to voice participation but cannot vote or hold executive office in this organization.

## ARTICLE IV – OFFICERS

### Section 1. The Officers

The officers of this organization shall be a President, a Vice President, a Secretary, a Treasurer, a Parent Liaison from each represented group, the Directors and the Student representatives. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted. The officers of this organization shall serve without compensation. The specific duties of these officers shall be specified in individual operational procedure books.

### Section 2. The President

The President of this organization shall preside over an established board consisting of a Vice President, Secretary, Treasurer, Liaisons, Directors and Student Representatives; run timely and efficient meetings, limiting meetings to one and one-half to two hours in length; provide an agenda for each meeting; have a working knowledge of Robert's Rules of Order; establish committees as specified in the bylaws; appoint committee chairs and oversee their progress; help establish the Temescal Canyon High School Band Booster budget; display a commitment to band education in the Lake Elsinore Unified School District; work with and support the directors and be a liaison among Temescal Canyon High School Band Boosters, the school administration and the District Office.

### Section 3. The Vice President

The Vice President shall perform all of the duties and have the powers of the President in his/her absence, and shall assume any duties assigned by the President or the executive board.

### Section 4. The Secretary

The Secretary shall keep a copy of the by-laws; shall record minutes of the meetings of the organization and of the executive board; and shall keep available a complete record for the duration of term of office; shall maintain a membership list with the addresses and telephone numbers; shall organize and maintain complete records of all organization activities to be provided to all incoming officers; and shall serve as a repository for various committee reports and other documentation to be maintained on file.

### Section 5. The Treasurer

The Treasurer shall keep the books on Temescal Canyon Band Booster funds except those accounting books required by law for major fund raising activities, which may be assigned to other individuals. The Treasurer shall provide a written financial report at all meetings or when requested by the officers.

The Treasurer shall submit such reports that may be required by the laws of the State of Washington and the United States government. The membership and its officers shall keep an accurate set of books up to date and available for inspection.

The Treasurer shall keep the accounts of the organization in a true and accurate manner; shall have charge of all receipts and disbursements; shall make financial reports at all meetings of the organization. The books shall be presented to an auditing committee appointed by the President on the last day of the school year in Lake Elsinore School District. The checking account shall be reconciled every month and signed by the Vice President.

### Section 6. The Liaisons

There shall be an appointed Liaison from each of the following: Band and Color Guard. Liaisons shall establish committees as specified in the by-laws appoint committee chairpersons and oversee their progress.

### **Section 7. The Directors**

The Directors' duties shall be to serve on the executive board; communicate the philosophy, goals and objectives of the Band programs to the parents; help establish a workable structure within which the parents' organization can achieve its purposes; communicate the needs of the Band programs in a manner which shall allow the Temescal Canyon Band Boosters the necessary time and latitude to achieve positive steps toward meeting those needs; keep the parents informed of the Band programs' schedules of events and activities on a continual basis; prepare and present a proposed operating budget at the beginning of each school year; deal honestly and openly with parents in all matters pertaining to the operation of the Band programs; provide parents with the rules, regulations and expectations which the directors have for the students as members of the Band programs; and foster a positive, professional attitude about performance, arts education, the school, and other school programs and activities.

### **Section 8. Student Representatives**

The Student Representatives shall be voting members of the executive board selected by members of the respective organizations, shall attend all executive meetings and general membership meetings and shall act as liaisons between the students and boosters.

### **Section 9. Removal**

Any member of the Executive Board may be removed from office for unexcused absence from three consecutive meetings or for other cause by a majority vote of members present at the deciding meeting. Written notice of the proposed removal and the cause thereof must be given to such Board member at least ten days prior to the date of the regular or special meeting at which such removal shall be voted upon.

## **ARTICLE V – EXECUTIVE BOARD**

### **Section 1. Officers**

The executive board shall consist of the elected officers of the Temescal Canyon High School Band Boosters.

### **Section 2. Duties**

The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between Band Booster meetings and such other business as may be referred to it by the Band Boosters.
- B. To formulate an agenda for general meetings with guidance from the directors.
- C. To create standing and special committees.
- D. To approve the structure of the standing committees.
- E. To present a report at the regular meeting of the Band Boosters.
- F. To select an auditing committee at the May meeting to audit the Treasurer's account. The auditing committee shall consist of three people. The report shall be completed and returned to the President in two weeks.
- G. To prepare and submit to the Band Boosters a projected annual budget.
- H. To prepare and submit to the Band Boosters for adoption, standing rules for the year.
- I. To determine how the Band Boosters shall raise funds each year.
- J. To make recommendations and to approve activities to raise funds in cooperation with the fundraising chairperson.

### **Section 3. Meetings**

Meetings of the executive board shall be held during the year, the time to be fixed by the committee. A majority of the executive board members present shall constitute a quorum. Special meetings of the executive board may be called by the President or by a majority of the members of the committee.

## ARTICLE VI – COMMITTEES

### **Section 1. Standing Committees**

Standing Committees shall be: Communications, Ways/Means, Finance, Uniforms, Membership, Chaperones, Equipment/Transportation, Hospitality and Travel. These committees shall be established for each representative group under the direction of the President and the representative liaisons. The President and the liaisons shall appoint ad hoc committees as needed. The President and liaisons shall be ex-officio members of the ad hoc committees for their respective representative groups, with the exception of the nominating committee.

### **Section 2. Communications Committee**

The communications committee shall contact all members regarding important announcements at the request of the President or Secretary. Sub-committees shall be telephone tree, newsletter and publicity.

### **Section 3. Ways/Means Committee**

The ways/means committee shall be responsible for developing, determining, scheduling and managing all fundraising events. One member of this committee shall be a member of the finance committee. This committee shall recruit a chairperson for each fundraising project.

### **Section 4. Finance Committee**

The finance committee shall assist the Treasurer in matters concerning the collection, disbursement and accounting of funds for the organization.

### **Section 5. Uniform Committee**

The uniform committee shall be responsible for insuring proper care of, organization of, distribution of, and collection of uniforms and accessories, costumes and flags. The committee shall also assist in the design, manufacturing and procurement of other fabric articles used. This committee shall sell necessary uniform accessories as needed.

### **Section 6. Membership Committee**

The membership committee shall communicate the purposes and needs of the Band Boosters to the general membership, especially new members. The membership committee shall assist the President in seeking volunteers for standing and ad hoc committees.

### **Section 7. Chaperone Committee**

The chaperone committee shall arrange for chaperones for Band events. The chaperone committee shall assist with details of accommodations for performing ensembles at home and on the road. The travel committee does not assume such details. This committee shall develop and maintain guidelines for chaperones.

#### **Section 8. Equipment/ Transportation Committee**

The equipment/transportation committee shall assist performing ensembles in the care and transportation of all Band equipment, including instruments, risers, and props. Members of this committee may assume responsibilities for building props and equipment as it relates to special performances.

#### **Section 9. Hospitality Committee**

The hospitality committee shall provide and serve refreshments as needed. This committee shall make performances a pleasant experience for audiences by monitoring the lobby and other areas of the Auditorium and Little Theater, ensuring a positive artistic environment for audience and performers. This committee shall assist the Secretary with correspondence to Band sponsors, and shall assist visiting ensembles with accommodations.

#### **Section 10. Travel Committees**

The travel committee shall be formed in the advent of a major performing tour (exceeding three days in length). The duties of the travel committee shall include, but not be limited to: working with travel agents; communicating directly with students concerning payments, scholarships and loans; presenting field trip proposals to the school board; and communicating information with Band Boosters and students.

### **ARTICLE VII – FINANCE**

#### **Section 1. Committee**

The finance committee shall consist of the Treasurer, the ways/means committee chairpersons, and the directors. They shall be responsible for the preparation of the budget and its periodic review, and for making recommendations to the organization regarding changes to the budget during the budget year.

#### **Section 2. Budget**

The executive board shall present the proposed budget to be approved by the membership at the Band Boosters' first general meeting in September of each school year. The directors shall submit a tentative budget to the executive board at their August meeting. This budget shall include a contingency fund to be used at the discretion of the directors.

#### **Section 3. Fiscal Year**

The fiscal year of the Band Boosters shall begin July 1 of each calendar year.

#### **Section 4. Financial Reviews**

The executive board shall review in its monthly meetings the actual expenditures for the year as compared against the budget, noting material variances and taking any action deemed necessary to adequately ensure that the financial activities for the current year shall be substantially within budget. Such report shall be prepared and updated monthly by the Treasurer and communicated to the membership at the Band Boosters' regularly scheduled monthly meetings.

### **Section 5. Account Deposits**

All funds of the organization shall be deposited in a local banking institution designated by the executive board. The majority of the executive board must authorize all bank accounts through written notice. The Treasurer shall be responsible for reconciliation of the Band Boosters bank accounts on a monthly basis. The vice-President shall be responsible for monthly review of and signing those reconciliations performed by the Treasurer.

### **Section 6. Account Discernments**

Any disbursement of funds of the Band Boosters that is for an amount in excess of \$5,000 shall be made by checks signed by two authorized signers or may be signed by the Treasurer alone with prior approval of the President, director, or Secretary, as evidenced by email or other written document. Such approval shall be part of the financial records of the Band Boosters subject to audit. There shall be up to four authorized signers on the account, one of who shall be the President, director, Secretary or Treasurer. Payee may not sign on a check written to self.

## **ARTICLE VIII – ELECTIONS**

### **Section 1. Nominating Committee**

The President shall appoint a nominating committee in March of each year. This committee shall present to the Executive Board at its April or May meeting a slate of officers to be nominated. The slate shall be presented to the membership at the general meeting in April or May and voting shall take place at the general meeting in June, or at the final general meeting of the year. In the event that a specific position has no nominees, nominations shall be taken from the floor on election night.

### **Section 2. Additional Nominations**

Members of the Band Boosters may also make nominations. Such nominations must be in writing and filed with the Secretary not fewer than ten days before the annual meeting at which the officers are to be elected. The Secretary shall notify the existing nominees of any nominations received in writing no fewer than five days before the election.

### **Section 3. Elections**

All officers of the Band Boosters shall be elected at the final meeting by a majority of the membership present and voting.

### **Section 4. Terms**

The officers shall be elected for a term of one year, or until their successors are elected. Their term of office shall coincide with the beginning of the fiscal year.

## **ARTICLE IX – VACANCIES**

### **Section 1. Officers**

The executive board shall fill any vacant office with a successor who shall hold office for the unexpired term.

### **Section 2. Liaisons and Committee Heads**

In case of a vacancy in the executive board, a successor shall be elected from within the standing committee and/or group represented.

## ARTICLE X – AMENDMENTS

The rules contained in the current edition of Robert's Rules of Order shall govern the Band Boosters in all cases to which they are applicable, and in which they are not consistent with these by-laws and any special rules of order the organization might adopt.

Rules of order may be amended at any regular meeting of an assembly by two-thirds vote, provided that the amendment was submitted in writing at the previous regular meeting. At least equal notice and a two-thirds vote are needed to amend a constitution or by-laws of an organization.

## ARTICLE XI – MEETINGS

### **Section 1. General Meetings**

The general meetings of the Band Boosters shall be held once a month from September to June, unless otherwise directed by the Band Boosters or the executive board.

### **Section 2. Annual Meeting**

The final meeting of the school year shall be considered the annual membership meeting.

### **Section 3. Notice to Membership**

Written notice shall be sent to all members not less than two weeks prior to the annual membership meeting.

### **Section 4. Special Meetings**

The President or a majority of the executive board may call special meetings.

### **Section 5. Quorums**

A quorum shall be constituted by the voting membership present at each meeting.

## ARTICLE XII – DISSOLUTION

Upon dissolution of the Temescal Canyon High School Band Boosters, the executive board, after paying or making provision for the payment of all the liabilities of the organization, shall distribute the net assets to the Temescal Canyon High School Associated Student Body.