

# **South Hills Band Boosters Bylaws**

## Article I: Organization Name

### Section 1. Name.

The official name of this organization is the South Hills Band Boosters (“SHBB” or “Organization”).

### Section 2. Location.

The principal office of the Organization shall be 645 S. Barranca Street, West Covina, California 91791 or other such location as determined by the Executive Board.

## Article II: Organization Purpose

The South Hills Band Boosters support the activities and promote the interests of the South Hills High School Band and Colorguard and is organized exclusively for charitable and educational purposes under Internal Revenue Code Section 501(c)(3) or corresponding section of future Federal tax code.

## Article III: Organization Membership

### Section 1. Members.

Parents and guardians of South Hills High School Band and Colorguard members in good standing and other interested parties who support the purpose of the Organization may become members of SHBB.

### Section 2. Active Member.

An active SHBB member shall be defined as having met all three of these criteria:

- (1) having registered during the current school year as a South Hills Band Boosters member,
- (2) having attended at least one South Hills Band Boosters function within the previous six (6) months, and
- (3) having assisted within the previous year by donating time or money to support the purpose of the South Hills Band Boosters organization.

### Section 3. Band And Colorguard Member In Good Standing

A South Hills High School Band and Colorguard member in good standing shall be defined as a student enrolled in South Hills High School music program who has made payment of dues, fees and other such assessments as may be fixed by the South Hills High School Music Director and who is not under disciplinary status as defined by the South Hills High School Music Director.

## Article IV: Organization Officers

### Section 1. Executive Board

The elected officers of the Organization, President, Program Vice-President, Ways and Means Vice-President, Membership Vice-President, Newsletter/Public Relations Vice-President, Transportation Vice President, Secretary, and Treasurer shall constitute the Executive Board. In addition, the Music Director, immediate past President and Tournament Coordinator shall serve as non-voting, ex officio members of the Executive Board.

### Section 2. Authority.

The Executive Board shall supervise, direct and control the policies, programs and affairs of the Organization and all corporate powers, except as otherwise limited herein, shall be exercised by or under the direction of the Executive Board.

### Section 3. Duties.

Members of the Executive Board have fiduciary duties and obligations to serve on the Board and act in the best interest of Organization and avoid conflicts of interest as provided in these Bylaws and applicable law.

The duties/roles of the officers shall be as follows:

#### A. President:

- Shall preside over General Membership and Executive Board meetings;
- Develop agendas and establish a schedule of events/activities;
- Represent the organization when called upon to do so by the General Membership or Executive Board;
- Sign checks;
- Appoint all committees; and serve as an ex officio member on all committees.
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#### B. Program Vice-President:

- Shall serve as Program Committee chairperson;
- Coordinate all Program Committee activities;
- Sign checks, and
- Preside over General Membership and Executive Board meetings in the absence of the President.

- C. Ways and Means Vice-President:
- Shall serve as Ways and Means chairperson;
  - Coordinate all Ways and Means Committee activities;
  - Appoint auditor(s) and ensure an audit of the SHBB financial records is completed annually; and
  - Preside over General Membership and Executive Board meetings in the absence of President and Program Vice-President.
- D. Membership Vice-President:
- Shall serve as Membership Committee and Scholarship Committee chairperson;
  - Coordinate all Membership Committee and Scholarship Committee activities;
  - Maintain a current Active Band Booster member roster and contact information list; and
  - Promote Band and Colorguard student morale.
- E. Newsletter/Public Relations Vice-President:
- Shall serve as Communications Committee chairperson;
  - Coordinate all Communications Committee activities;
  - Inform SHBB membership and public of Band, Colorguard, Auxiliary and Booster activities;
  - Publish the SHBB Newsletter *Intensity*.
- F. Transportation Vice President:
- Shall serve as Transportation Committee chairperson;
  - Coordinate all Transportation Committee activities;
  - Transport Band, Colorguard and Auxiliary instruments, equipment and uniforms to events and activities.
- G. Secretary:
- Shall keep minutes of all General Membership and Executive Board meetings;
  - Submit minutes in writing of each meeting at the next consecutive meeting; (with copies to President and Music Director) for approval by the Executive Board, or the Active Members present as applicable;
  - Keep an archive of all official organization minutes, letters, financial reports, submitted and blank scholarship application forms, and announcements for the previous seven (7) years;
  - Ensure that all SHBB official correspondence is prepared and distributed in an appropriate form and timeframe.

H. Treasurer:

- Shall be the caretaker of the Organization's funds;
- Report all financial activity of the period at the next General Membership meeting (with copies to the President, Secretary, and Music Director);
- Provide, in addition to a summary of the most previous period's activities, the current financial status of the organization;
- Chair the Budget Committee for each school year; and
- Sign and distribute checks as authorized
  - by the membership-approved budget and the Executive Board

I. Tournament Coordinator:

- Shall be appointed by the Music Director and;
- Shall coordinate the "Showcase of Bands" tournament field show;
- Chair the Tournament Committee.

Section 4. Eligibility.

The eligibility of persons running for an Executive Board office is established in the following manner:

- A. An Active Member in the South Hills Band Boosters is eligible for all Executive Board offices.
- B. To be eligible for the office of President, an Active Member must have been active in the South Hills Band Boosters for a period of not less than one (1) year prior to nomination.
- C. The position of President may be held by an individual or a couple. Vice-President offices may be held by an individual or two people. Each office, however, has only one vote.
- D. To achieve dual custody over the Organization's funds and avoid any appearance of conflict of interest, the President, Program Vice President and Treasurer shall not be related by blood or marriage, or co-occupants within a single household.

Section 5. Election.

The following shall constitute the method of election:

- A. The Nominating Committee will select and present a proposed slate of Executive Board officers at the next-to--last stated General Membership meeting of the school year. Election will be held at the last General Membership meeting of the school year.

- B. Nominations from the floor with prior consent from the nominee will be accepted for all Executive Board positions after the proposed slate is presented by the Nominating Committee.
- C. Each officer shall be elected by a simple majority vote from the Active Membership present at the General Membership meeting. Members may not vote by proxy.

Section 6. Term.

The Executive Board officers shall serve a term of one year coinciding with the calendar school year; i.e. July 1 through June 30.

Section 7. Vacancy.

A vacancy on the Executive Board shall be deemed to exist in the case of the death or resignation of an officer, or if the officer ceases to be qualified to serve as a member of the Executive Board, or if the officer abandons the responsibilities of the office as determined by a two-thirds vote of the remaining officers. The Executive Board may fill any vacancy on the Executive Board for the unexpired portion of the term of the officer. The Executive Board shall fill the vacancy applying the criteria used by the Nominating Committee in Article IV, Section 4.

Section 8. Voting.

The presence of a majority of officers constitutes a quorum. A majority of votes carries any action, except as provided otherwise by law or these Bylaws.

Section 9. Action Without a Meeting.

An action that is required to be taken, or that may be taken, at a meeting of the Executive Board may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the officers. Such consent in writing shall have the same force and effect as a unanimous vote of the Executive Board and shall be filed with the corporate records with the minutes of the Executive Board.

Section 10. Check Signing Authority.

All disbursements of SHBB funds shall require two authorized signatures.

Article V: Organization Committees, Subcommittees And Appointed Positions

Section 1. Ex officio Committee Membership

The President and the Music Director are ex officio member of all committees.

Section 2. Program Committee.

Subcommittees to the Program Committee shall be formed as necessary to assist the Music Director, percussion and/or auxiliary unit advisors before and after all events involving the Band, Colorguard or Auxiliary. Such subcommittees shall be supervised by the Program Vice-President and may include Uniformity, Sewing, Tournament Food, Bleachers and Water, Construction and Repairs, and/or others as deemed necessary by the Executive Board.

Section 3. Ways and Means Committee.

Subcommittees to the Ways and Means Committee shall be formed as necessary to raise funds for Band, Auxiliary, and Booster activities. Fund-raising activities shall be approved by the Ways and Means Committee. Ways and Means subcommittees shall be supervised by the Ways and Means Vice-President and may include Annual Appreciation (Spaghetti) Dinner, Snack Bar, Parade Booth, Donations, Major Fundraisers and/or others as deemed necessary by the Executive Board.

Section 4. Membership Committee.

Subcommittees to the Membership Committee shall be formed as necessary to recruit, motivate, and acknowledge volunteer participation, and to promote student morale. Such subcommittees shall be supervised by the Membership Vice-President and may include Telephone Calling, Membership Appreciation Dinner, and/or others as deemed necessary by the Executive Board.

Section 5. Communications Committee.

Subcommittees to the Communications Committee shall be formed as necessary to inform the membership and public of Band, Auxiliary, and Booster activities. Such subcommittees shall be supervised by the Newsletter/Public Relations Vice President and may include Newsletter, Yearbook, Publicity, Middle School/Junior High Coordination and/or others as deemed necessary by the Executive Board.

Section 6. Transportation Committee.

Subcommittees to the Transportation Committee shall be formed as necessary to transport Band, Colorguard and Auxilliary instruments, equipment and uniforms to events and activities. Such subcommittees shall be supervised by the Transportation Vice President and may include Pit Crew and/or others as deemed necessary by the Executive Board.

Section 7. Financial Committees and Budget Committee.

Financial committees shall be formed as necessary to budget, account for and distribute Band Booster funds. Such committees shall be supervised by the Treasurer and may include Budget and/or others as deemed necessary by the Executive Board. The Treasurer and Financial Committee shall file or cause to file an annual tax return and other such reports as required by law.

The Budget Committee shall prepare an annual balanced budget for presentation to the membership no later than the second General Membership meeting in the school year. Once the budget is accepted by a simple majority vote of the Active Members present, expenditures in line with the budget may be authorized by the Executive Board. Expenditures not budgeted shall require authorization by a simple majority vote of the Active Members present at a duly noticed General Membership meeting.

Section 8. Audit Committee.

The Audit Committee shall be chaired by the Ways and Means Vice-President and consist of not fewer than three (3) members. Members of the Audit Committee shall be selected from among the Active Members who are not signatory to the SHBB checking account. Auditor(s) are appointed by the Ways and Means Vice-President and may not include a member of the Audit Committee or any officer who is signatory to the SHBB checking account. The auditor(s) shall audit the South Hills Band Boosters financial records at least annually, prior to a new Treasurer taking office and submit a written report to the Audit Committee. The Audit Committee shall report their findings with the Active Members present at the next General Membership meeting.

Section 9. Scholarship Committee.

The Scholarship Committee shall be chaired by the Membership Vice-President and consist of not fewer than three (3) Active Members plus the President, Music Director. Scholarship Committee members shall not be relatives of scholarship candidates, which may require the Membership Vice-President, President or Music Director to assign a qualified representative to the committee. The Scholarship Committee shall prepare an application form consistent with the guidelines set forth in Article VII of these Bylaws, distribute applications to all qualifying students and render decisions as to the recipients of the scholarship award(s).

Section 10. Nominating Committee.

The Nominating Committee shall be chaired by the immediate past President and consist of no less than three (3) Active Members. In the absence of the immediate past President, the President shall chair the Nominating Committee. The Nominating Committee shall meet prior to the next to the last General Membership meeting of the school year for the purpose of selecting a slate of qualified nominees who have consented to serve as officers for the coming year. The Nominating Committee shall present the proposed slate of nominees at the next to the last General Membership meeting of the school year.

Section 11. Special Committees.

Special Committees shall be appointed at the discretion of the Executive Board.

Article VI: Meetings

Section 1. General Membership Meetings.

Meetings among the Active SHBB Membership shall be held monthly, commencing in September and ending in June

Section 2. Executive Board Meetings.

Meetings among the Executive Board shall be held not less than once per month, or as required by the Executive Board, President, and Music Director.

Section 3. Special Meetings.

Special Meetings may be called as needed by the President, or Music Director.

Article VII: Scholarships

Section 1. Qualifications.

Qualifications for Scholarship Applicants – Those students applying for the scholarship shall meet the following qualifications:

- A. Shall be a currently enrolled Band or Colorguard Member in Good Standing and a candidate for graduation in the current school year.
- B. Shall have been a member of the South Hills High School Band or Colorguard for a minimum of one full year during his/her high school career.
- C. Shall enroll in a college or university in the fall term following graduation from high school.

Section 2. Selection.

Scholarship recipient selection criteria shall be based primarily on the quality of a candidate's overall contribution to the Band and Colorguard program, as presented in his or her application.

Section 3. Distribution of Awards.

Scholarship(s) are offered if approved in the budget. Proof of college or university enrollment will be required prior to presentation of the cash award. Scholarship(s) may be withheld if the Scholarship Committee judges that none of the applicants is deserving.

Section 4. Awards.

The value of the scholarship(s) shall be determined in the budget. If more than one scholarship is offered, their cash values shall be equal.

Article VIII: Dissolution

Upon dissolution of the Organization, after paying or adequately providing for the debts and obligations of the Organization, the Executive Board or person(s) in charge of dissolution shall distribute any remaining assets in accordance with a Liquidation Plan. Such Liquidation Plan shall distribute any remaining assets, in whole or in part, to South Hills High School Associated Student Body (ASB) provided South Hills High School ASB is an exempt organization under IRS Code Section 501(c)(3) at the time of dissolution, and any remaining portion to one or more other organization(s) that qualifies as exempt under the meaning of IRS Code Section 501(c)(3) or corresponding section of any future Federal tax code. If no such organization is found, the Organization's remaining assets shall be distributed to the Federal, state or local government for public purpose.

Article IX: Bylaws Amendments

Bylaws shall be amended by a two-thirds vote of the Active Membership present at a duly noticed General Meeting. In case of a need to change any or all Bylaws, a written proposal shall be submitted to the General Membership at the General Meeting prior to the next General Meeting at which time a vote will be taken.