

## BYLAWS

### ARTICLE I - NAME

The name of this Association is the SOUTH HIGH SPARTAN BAND BOOSTERS Association, located in the city of Torrance, the state of California.

### ARTICLE II - PURPOSES

#### SECTION 1.

This shall be a non-profit organization for the purpose of supporting the South High Spartan Band program. The Mission of this Association is:

- To strengthen relationships and communication within the South High Spartan Band
- To increase parent support for the Band
- To promote and encourage the musicianship of our students
- To support the band director's programs.

### ARTICLE III - BASIC POLICIES

The following are basic policies of this Association:

- 1) The Association shall be noncommercial, nonsectarian and nonpartisan.
- 2) The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Mission of the Association.
- 3) The Association shall work with the school to provide a quality band program, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- 4) In the event of dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

### ARTICLE IV - MEMBERSHIP AND DUES

#### SECTION 1.

Every individual who is a member of this Association is entitled to all benefits of such membership.

#### SECTION 2.

- 1) Membership in this Association shall be made available to any individual who subscribes to the Mission and basic policies of the Association and has an interest in supporting public school music through the South High Band.

2) Membership is granted without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

### SECTION 3.

The Association shall conduct an annual enrollment of members but may admit persons to membership at any time.

### SECTION 4.

Members shall immediately notify the secretary upon a change of home address, mailing address, or telephone number.

### SECTION 5.

Dues for the following school year shall be set at the May Executive Board meeting.

## ARTICLE V – MEETINGS

### SECTION 1.

- 1) Meetings of the membership shall be held at such times and places as may be designated by the Executive Board. These meetings shall be held quarterly in July, January and May.
- 2) The Band Director should be present at all meetings,
- 3) The privilege of making motions, debating and voting shall be limited to members of the Association who are present and whose dues are paid.
- 4) Ten members shall constitute a quorum for the transaction of business in any meeting of this Association.

## ARTICLE VI- OFFICERS AND ADMINISTRATION

### SECTION 1.

- 1) Each officer of South High Spartan Band Boosters shall be a member of this Association,
- 2) The officers shall consist of President, VP Marching Band, VP Jazz Band, VP Concert Band, VP Drumline/Concert Percussion, VP Ways and Means, VP Colorguard, VP Hospitality, Secretary, Treasurer, Parliamentarian and the Band Director and shall be known as the Executive Board.
- 3) The President and Band Director shall work together in developing agendas for all board and membership meetings.
- 4) The Executive Board shall meet in the spring or early summer each year to determine the budget for the following school year. The budget is to be presented to the Association for review and ratification at the August meeting.
- 5) The Executive Board is authorized to act on the behalf of the Association in case of an emergency when time is of the essence.
- 6) The term of office for the President, VP Marching Band, VP Jazz Band, VP Concert Band, VP Drumline/Concert Percussion, VP Ways and Means, VP Colorguard, VP

Hospitality, Secretary, Treasurer and Parliamentarian shall be one year, beginning July 1 and ending June 30.

## SECTION 2.

- 1) The officers of the Executive Board shall be elected annually by the Association.
- 2) Nominations to these offices shall be made via electronic newsletter in April by a committee of three to five Association members, excluding President(s) from the current year.
- 3) The nominations shall be voted upon at the May Association meeting. Their term of office shall be one year.

## ARTICLE VII- DUTIES OF OFFICERS

### SECTION 1.

The President shall:

Preside over all membership and Executive Board meetings and be present at all events, when possible. Be the Executive Officer and shall have the duty to carry out the policies and decisions of the Executive Board and the Association.

- 1) Be without the right to vote except in the event of a tie.
- 2) Sign checks with the Treasurer or VP Marching Band.
- 3) Shall collect all dues and maintain a record thereof.
- 4) Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Association.

### SECTION 2.

The VP Marching Band shall:

- 1) In the absence of the President, serve in that capacity.
- 2) Preside over Marching Band events/performances.
- 3) Perform such other duties as may be assigned by the Executive Board.

The VP Jazz Band shall:

- 1) In the absence of the President and VP Marching Band, serve in that capacity.
- 2) Preside over Jazz Band events/performances.
- 3) Perform such other duties as may be assigned by the Executive Board.

The VP Concert Band shall:

- 1) In the absence of the President, VP Marching Band, VP Jazz Band, serve in that capacity.
- 2) Preside over Concert Band events/performances.
- 3) Perform such other duties as may be assigned by the Executive Board.

The VP Drumline/Concert Percussion shall:

- 1) In the absence of the President, VP Marching Band, VP Jazz Band, VP Concert Band, serve in that capacity.
- 2) Preside over Drumline events/performances.
- 3) Perform such other duties as may be assigned by the Executive Board

The VP Ways and Means shall:

- 1) In the absence of the President, VP Marching Band, VP Jazz Band, VP Concert Band, VP Drumline/Concert Percussion serve in that capacity.
- 2) Be responsible for overseeing the South High Spartan Band fundraising events.
- 3) Advise and make recommendations to the board and Association regarding fundraising events for the club.
- 4) Ensure that all moneys collected and expenses for fundraising events are documented and turned over to the Treasurer in a timely fashion.
- 5) Perform such other duties as may be assigned by the Executive Board.

The VP Color Guard shall:

- 1) In the absence of the President, VP Marching Band, VP Jazz Band, VP Concert Band, VP Drumline/Concert Percussion, VP Ways and Means serve in that capacity.
- 2) Preside over Color Guard events/performances.
- 3) Perform such other duties as may be assigned by the Executive Board.

The VP Hospitality shall:

- 1) In the absence of the President, VP Marching Band, VP Jazz Band, VP Concert Band, VP Drumline/Concert Percussion, VP Ways and Means, VP Colorguard serve in that capacity.
- 2) Oversee and coordinate with chairs of the Band Potluck, Competition Food, 8th Grade Welcome Night, and Banquet.
- 3) Perform such other duties as may be assigned by the Executive Board.

### SECTION 3.

The Secretary shall:

- 1) Keep and preserve all records and minutes of the Association and Executive Board including the authorization or ratification of expenses.
- 2) Distribute copies of these records to the Band Director and all members of the Executive Board at the regular monthly meetings.
- 3) Be prepared to refer to minutes of previous meetings.
- 4) Prepare a list of all unfinished business for the use of the president.
- 5) Shall also keep a current copy of the bylaws and standing rules.
- 6) Keep a roster of the membership.

### SECTION 4.

The Treasurer shall:

- 1) Prepare the budget with the assistance of the Executive Board.

- 2) Keep a record of the expenditures as they relate to the budget adopted by the Association. This budgeted verses actuals report shall be presented to the Executive Board at each meeting.
- 3) Keep accurate and complete records of the funds and accounts of this Association
- 4) Shall make disbursements from the funds of the Association as are directed by the Executive Board and Article VIII thereof.
- 5) Shall distribute copies of the records described in items 2 and 3 of this section to the Band Director and all members of the Executive Board at the regular monthly meetings.
- 6) Shall prepare the yearly nonprofit status renewal.
- 7) Work with Booster President to make appropriate arrangements for any tax forms to be filed on behalf of the South High Band Boosters Association in accordance with State and Federal tax laws.

#### SECTION 5.

The Parliamentarian shall:

- 1) Give necessary advice to the Executive Board in parliamentary procedure when requested.
- 2) Review the bylaws and standing rules annually.
- 3) Call the first meeting of the nominating committee and instruct them on procedures for nominations and elections, and may be contacted for additional information, if needed.
- 4) Perform such other duties as may be assigned by the Executive Board.

#### SECTION 6.

The South High Spartan Band Director shall:

- 1) Act as the advisor and consultant to the Association.
- 2) Be present at all meetings and events.

Service to the Association is not a term of office.

#### SECTION 7.

The Executive Board may authorize the payment of routine Association bills within the limits of the budget adopted by the Association, and may authorize the payment of other bills not to exceed a total of \$500.00 between meetings of the Association without the approval of the Association.

All officers shall perform the duties prescribed in ROBERT'S RULES OF ORDER NEWLY REVISED, latest edition, in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the Association.

## ARTICLE VIII - EXPENDITURES AND FINANCE

### SECTION 1.

All monies received by the Association shall immediately be turned over to the Treasurer to be deposited in the accounts of the South High Band Boosters.

### SECTION 2.

Payment of bills shall be requested via the voucher form.

### SECTION 3.

All checks shall contain two signatures. Any two of the following are authorized to sign: president, treasurer, and VP Marching Band.

## ARTICLE IX - COMMITTEES

### SECTION 1.

Committees shall be designated by the Executive Board from the general membership.

The nominating committee shall appoint the committee chairmen. The chairmen shall be ratified by the Association.

### SECTION 2.

All chairmen shall compile and maintain a notebook describing their duties. The chairmen shall present plans of work to the executive board for approval. Annual reports shall be compiled by all chairmen and kept in the notebook. No work, including expenditures, shall be undertaken without the consent of the executive board. All chairmen will have a term of office of one year beginning July 1 and ending June 30.

### SECTION 3.

When a chairman fails to attend three consecutive meetings without adequate excuse, as determined by the president, or is not fulfilling his responsibilities as prescribed in these bylaws or standing rules, the Executive Board by a two-thirds (2/3) affirmative vote, may declare the chairmanship vacant.

### SECTION 4.

Upon the expiration of the term of office or in case of resignation or termination, each chairman shall turn over to the president, without delay, all records, books and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the Association.

## SECTION 5.

The chairmen and members of special committees shall serve until their assignments have been completed.

## SECTION 6.

The Association and the executive board each have the power to create special committees in order to carry out specific programs and projects. Chairmanships shall include, but not be limited to, the following:

The Auditor shall:

- 1) Audit the books and financial records of the Association in January and at the close of the auditor's term.
- 2) Render a written report at the next Association meeting.
- 3) Audit the books upon resignation of the treasurer and at any time deemed necessary.

The Financial Secretary shall:

- 1) Collect money and checks from the white box in the band room.
- 2) Collect money and checks from the boosters' post office box.
- 3) Prepare deposit information.

The Uniform Chair shall:

- 1) See that uniforms are checked out, and fitted properly on every musician in the marching band. This shall be done prior to the first marching event.
- 2) Keep and maintain inventory of all uniforms including a record of which uniforms are assigned to each student.
- 3) See to it that the uniforms are cleaned at least once a year.
- 4) See to it that uniforms travel to and from each marching band event.
- 5) Issue protective bags for the uniform and boxes for the shakos.
- 6) Keep the Band Director informed as to which students are not taking proper care of their uniforms.

The Webmaster shall:

- 1) Maintain and update the band booster website.
- 2) Ensure web hosting fees are paid.

The Band Potluck Chair shall:

- 1) Coordinate with director for a date for the potluck.
- 2) Reserve cafeteria for potluck.
- 3) Prepare and distribute flyer for potluck.
- 4) Purchase decorations and lemonade/drink mix.
- 5) Coordinate volunteers to decorate, prepare, serve and clean up.
- 6) Provide water and lemonade/drink at potluck.

The Competition Food Chair shall:

- 1) Plan meals and snacks for marching band competitions.
- 2) Purchase food for meals and snacks for marching band competitions.
- 3) Coordinate with volunteers for food preparation (e.g. washing, slicing).
- 4) Inventory and purchase paper goods and other supplies as needed.
- 5) Coordinate donations of water bottles and water jugs and purchase water as needed.
- 6) Purchase ice for competitions and performances.

The 8th Grade Welcome Night Chair shall:

- 1) Purchase food and drinks (e.g. pizza, soft drinks, and cookies for students and coffee for parents).
- 2) Coordinate volunteers to serve food.

The Banquet Chair shall:

- 1) Coordinate date for banquet with Director.
- 2) Reserve location for banquet.
- 3) Prepare invitations.
- 4) Purchase decorations and senior gifts.
- 5) Coordinate volunteers.

The Senior Night (last home football game) Chair shall:

- 1) Obtain copies of senior photos and prepare banners.
- 2) Coordinate with student leadership for senior uniform item.
- 3) Coordinate with senior parents and students to obtain funds for senior uniform item, decorations and food.
- 4) Coordinate volunteers to hang banners and lights.

The Greenery Chair shall:

- 1) Contact and coordinate with vendor.
- 2) Prepare and distribute flyers.
- 3) Collect orders and place order with vendor.
- 4) Coordinate volunteers to distribute items when delivered.

The Band Wear Chair shall:

- 1) Prepare flyer for band wear orders.
- 2) Collect orders and place order with vendor.
- 3) Distribute ordered items.

The Equipment Chair shall:

- 1) Reserve trucks for all band competitions and concerts.
- 2) Arrange drivers for trucks for band competitions and concerts.
- 3) Arrange drivers to drive equipment to away football games and Armed Forces Day Parade.



## ARTICLE X - ARTICLES OF ORGANIZATION

This Association is a nonprofit corporation organized under the laws of the state of California. Its "articles of organization" comprise the articles of incorporation and these bylaws as are from time to time amended. In the event of any conflict between the articles of incorporation and these bylaws, the Association shall take prompt action to amend the articles of incorporation to conform to the provisions of these bylaws.

## ARTICLE XI FISCAL YEAR AND IRS NUMBER

### SECTION 1.

The fiscal year of the Association shall begin July 1st and end the last day of June.

### SECTION 2.

The Internal Revenue Service Employer Identification number for this Association is 20-3675281.

## ARTICLE XV – AMENDMENTS

### SECTION 1.

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

ADOPTED

Secretary: Suzanne French

Date: January 28, 2020

## STANDING RULES

1. At the beginning of his term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the Association upon request.
2. Standing rules may be adopted from time to time as needed. They may be adopted without previous notice by majority vote at any business meeting. However, amendments to standing rules require a two-thirds ( $2/3$ ) vote without previous notice, a majority vote with such notice. They should be procedural rather than parliamentary in nature and may not conflict with the bylaws.