

Bylaws of the Edison High School Band and Colorguard Booster Association

(I) Band

(II) Colorguard

Revised 02-November-2011

ARTICLE I – NAME

The name of this organization is the Edison High School Band Booster Association (“Association”). The Association is a non-profit organization bound by the guidelines of the Associated Student Body (ASB) of Edison High School, Huntington Beach Union High School District (“District”), Huntington Beach, California.

ARTICLE II – PURPOSE

The purpose of the Association is to promote the activities of the Edison High School Band and Colorguard (“Band”). The Association intends to promote student welfare, support the membership, and act in the best interest of the students.

ARTICLE III – MEMBERSHIP

Sec. 1: The membership of this Association shall automatically include all band and colorguard members and their parents/guardians. Alumni and other persons interested in the progress and development of the Edison High School band program may also support the Association as an auxiliary member. The Association has no formal membership procedure.

Sec. 2: Membership in this Association shall be made available without regard to race, color, creed, or national origin.

ARTICLE IV – ASSOCIATION MEETINGS AND VOTING

Sec. 1: The Regular Meetings of the Association shall be held once each calendar month, September through June.

Sec. 2: Special Meetings may be called by the President or Vice-President with a minimum notice of forty-eight (48) hours. A good-faith effort to contact the entire membership shall be made by U.S. mail, telephone, e-mail, personal contact or any combination thereof.

Sec. 3: Voting Membership shall consist only of parents/guardians of current band and colorguard members, with each family unit having only one vote.

Sec. 4: A quorum for all Regular and Special Meetings shall consist of at least 20 percent of the Voting Membership, and the President, Vice-President or a majority of the Executive Board must be present.

Sec. 5: The President, as moderator of the meeting, may not vote except as necessary to break a tie vote.

ARTICLE V – EXECUTIVE BOARD

Sec. 1: The Executive Board shall be made up of the following Officers: President, Vice President of Marching Band, Vice-President of Concert Programs, Vice-President of Colorguard, Vice-President of Drumline, Secretary, Treasurer, and Parliamentarian.

Sec. 2: Any Executive Board Office can be shared by two or more people, with only one vote allowed per office. With the exception of a shared Office, no two Executive Board members shall be related by marriage or family unless both members were unopposed for their positions.

Sec. 3: An Executive Board member may co-chair a committee.

Sec. 4: The Executive Board shall have general supervision of the affairs of the Association.

Sec. 5: The Executive Board shall meet at times determined by the President or by a majority of the Executive Board. A simple majority of the Executive Board members must be present for voting to take place.

Sec. 6: The Executive Board may approve any business matter before it with a simple majority vote of the Executive Board members present.

Sec. 7: In the event that a business matter must be approved prior to the next Executive Board meeting, the Executive Board shall have the option to propose, second and vote on motions via email. Motions that are approved in this manner shall be announced via email and shall be entered into the minutes of the next Executive Board meeting.

Sec. 8: The Executive Board shall be responsible for updating and distributing the Handbook.

Sec. 9: The Executive Board shall serve as the Bylaw Review Committee.

ARTICLE VI – DUTIES OF OFFICERS

Sec. 1: The President shall:

1. Preside at all meetings of the Association.
2. Oversee all activities of the Executive Board.
3. Oversee Communication.
4. With input from the Executive Board, appoint all committee chairs and ad- hoc committee chairs.
5. With input from the Executive Board, create new committees as necessary.
6. Form the Nominating Committee.
7. Be an ex-officio member of all committees.
8. Serve as liaison with school and district officials.

Sec. 2: The Vice-President of Marching Band shall:

1. Assume all the duties of the President in his/her absence
2. Manage all Fundraising and Volunteer activities and committees, including but not limited to those listed in the Standing Rules, Sections 1.a and 1.b that are associated with Marching Band activities.
3. Coordinate the Spring Gala and/or other major fundraising event in the spring.
4. Work with Executive Board to name Fundraising and Volunteer committee chairs that are associated with the Marching Band activities.
5. Be an ex-officio member of all Fundraising and Volunteer committees that are associated with the Marching Band.
6. Manage, or identify another individual to manage, any Marching Band competitions that are hosted by the Association.
7. Coordinate any trips or transportation associated with the Marching Band

Sec. 3: The Vice-President of Concert Programs shall:

1. Assume all the duties of the President in the absence of both the President and Vice-President of Marching Band.
2. Manage all Fundraising and Volunteer activities and committees, including but not limited to those listed in the Standing Rules, Sections 1.a and 1.b that are associated with Concert Band activities.
3. Coordinate the Spring Trip.
4. Work with Executive Board to name Fundraising and Volunteer committee chairs that are associated with the Concert Band activities.
5. Be an ex-officio member of all Fundraising and Volunteer committees that are associated with the Concert Bands.

6. Manage, or identify another individual to manage, any Concert festivals or competitions that are hosted by the Association.
7. Coordinate any trips or transportation associated with the Band

Sec. 4: The Vice-President of Colorguard shall:

1. Assume all the duties of the President in the absence of the President, the Vice-President of Marching Band and the Vice-President of Concert Programs.
2. Manage all Fundraising and Volunteer activities and committees, including but not limited to those listed in the Standing Rules, Sections 1.a and 1.b that are associated with Colorguard.
3. Work with Executive Board to name Fundraising and Volunteer committee chairs that are associated with Colorguard.
4. Be an ex-officio member of all Fundraising and Volunteer committees that are associated with Colorguard.
5. Manage, or identify another individual to manage, any Colorguard Competitions that are hosted by the Association.
6. Coordinate any trips or transportation associated with the Colorguard

Sec. 5: The Vice-President of Drumline shall:

1. Assume all the duties of the President in the absence of the President, the Vice-President of Marching Band, the Vice-President of Concert Programs and the Vice President of Colorguard
2. Manage all Fundraising and Volunteer activities and committees, including but not limited to those listed in the Standing Rules, Sections 1.a and 1.b that are associated with the Drumline or Percussion Ensemble.
3. Work with Executive Board to name Fundraising and Volunteer committee chairs that are associated with Drumline or Percussion Ensemble.
4. Be an ex-officio member of all Fundraising and Volunteer committees that are associated with Drumline or Percussion Ensemble.
5. Manage, or identify another individual to manage, any Drumline or Percussion Ensemble Competitions that are hosted by the Association.
6. Coordinate any trips or transportation associated with the Drumline or Percussion Ensemble.

Sec. 4: The Secretary shall:

1. Take the minutes of all Regular and Special meetings and provide copies for all Members at or before the following Regular Meeting. Minutes may be distributed or provided in electronic format.
2. Take the minutes of all Executive Board meetings and provide copies for all Executive Board Officers at or before the following Executive Board meeting. Minutes may be distributed or provided in electronic format.
3. Enter into the Executive Board meeting minutes any matters that have been decided via email communication since the previous Executive Board meeting.
4. Keep membership and meeting attendance records.

5. Attend to any correspondence on behalf of the Association, including the acknowledgement of donations and contributions to the Association.

Sec. 5: The Treasurer shall:

1. Receive and deposit all monies accruing to the Association.
2. Disburse funds per the Approved Budget and/or as directed by the Executive Board.
3. Keep accurate and complete records of all receipts and disbursements.
4. Create and manage a list of donors and their donations levels for each fiscal year, and distribute written acknowledgement of all monetary donations at the end of the calendar year or as requested.
5. Provide monthly financial reports to the membership at all Regular Meetings.
6. Prepare an annual financial report and provide all records for an annual audit.
7. Prepare and file any and all tax returns.
8. Prepare a financial report at the request of the Edison High School Administration or Edison High School ASB.
9. Serve as Chair of the Budget Committee.

Sec. 6: The Parliamentarian shall:

1. Ensure that all meetings are conducted according to the principles of "Robert's Rules of Order".
2. Ensure that all policies and procedures are consistent with the Bylaws of the Association.
3. Oversee review of and revisions to the Bylaws.

ARTICLE VII – QUALIFICATIONS AND ELECTION OF OFFICERS AND TERMS OF OFFICE

Sec. 1: For the office of President, preference shall be given to a nominee who has served for at least one year on the Executive Board. In the event no nominee is identified who meets this qualification, said qualification shall be waived.

Sec. 2: No one may hold the same Executive Board office for more than two consecutive years, except in cases where there is no nominee for that office. An officer who holds one office for two consecutive years may return to that office after one year.

Sec. 3: At the Regular Meeting held in February, the President shall form the Nominating Committee to consist of five (5) Voting Members of the Association.

Sec. 4: The Nominating Committee shall make a good faith effort to contact each Voting Member of the Association with Freshman, Sophomore, and Junior students to ascertain his/her interest in being nominated for an Executive Board position.

Sec. 5: At the Regular Meeting held in March, the Nominating Committee shall present its Slate of Officers to consist of a nominee for each Executive Board position.

Sec. 6: The Slate of Officers shall stand until the Regular Meeting to be held in April. At that time, nominations will be entertained from the floor. If no nominations are forthcoming, the Slate of Officers shall be considered elected at that time and no formal election shall be required. If any nominations are received from the floor, said nominations shall stand until the Regular Meeting in May, at which time an election by ballot shall be conducted. Prior to the May election, each candidate shall have an opportunity to present his/her qualifications to the Voting Membership. The time and parameters of the presentation shall be determined by the Executive Board.

Sec. 7: In the event the Office of President becomes vacant, the Vice President of Marching Band shall be asked to assume the Office. If the Vice President of Marching Band is unable or unwilling to assume the Office, the invitation shall be extended to the Vice President of Concert Programs, Vice President of Colorguard, Vice President of Drumline, Secretary, Treasurer, and Parliamentarian in that order. In the event the Office of President is not filled by another Executive Board Officer or in the event any other office becomes vacant, the Executive Board shall provide a nominee to the Voting Membership at the next Regular Meeting, at which time election by the Voting Membership shall take place.

Sec. 8: Officers shall be elected annually and shall take office on July 1 and serve to June 30 of the following year.

ARTICLE VIII – COMMITTEES

Sec. 1: With input from the Executive Board, the President shall establish Committees and appoint Committee Chairs in order to facilitate the various activities of the Association. Said Committees shall include but not be limited to those noted in the Standing Rules, Section 1.

Sec. 2: Each Committee Chair shall report to either the President, or to an Executive Board member identified by the President.

Sec. 3: The President shall be considered a non-voting member of all Committees.

ARTICLE IX – BUDGET AND FUNDRAISING

Sec. 1: A Budget Committee consisting of the Executive Board and any others invited by the Executive Board shall convene between June and August. The Treasurer shall serve as the Chair of the Budget Committee.

Sec. 2: The Budget Committee shall present a Budget to the Association at the Regular Meeting held in September.

Sec. 3: Said Budget shall stand until the Regular Meeting held in October, at which time it shall be submitted to the Voting Membership for approval. In the event that a budget is not approved by the Voting Membership, the Budget Committee shall gather feedback from the Voting Membership and will consider that feedback to prepare a modified Budget. The modified Budget shall then stand until the next Regular Meeting when it will be submitted to the Voting Membership for approval.

Sec. 4: Approval of the Executive Board shall be required for the disbursement of any non-budgeted Association funds in excess of \$200.

Sec. 5: All Fundraising activities other than those noted in the Standing Rules, Section 1.a. must be approved by the Executive Board.

Sec. 6: Any fundraising activity requiring upfront costs in excess of \$1500 must be presented at a Regular Meeting and approved by a majority of the Voting Membership present at said meeting.

ARTICLE X – GENERAL FUNDS

Sec. 1: All funds created under the sponsorship of the Association shall be deposited by the Treasurer in a depository approved by the Executive Board.

Sec. 2: The President, Treasurer and at least one other Executive Board member shall be authorized to sign checks, with two (s) signatures required per check.

Sec. 3: A tax-deductible donation shall be requested from each booster family to support the operation of each program sponsored by the Association. These programs include but are not limited to: Marching Band, Concert Band, Winterguard, Drumline/Percussion Ensemble and Jazz Ensemble. These donations shall be voluntary. Students shall be permitted to participate in Association-

sponsored activities regardless of the amount donated by any booster family. **Sec. 4:** Various fees shall be assessed to each band or colorguard student as permitted by District policy and California state law, and as determined by the Executive Board. Such fees include but are not limited to those noted in the Standing Rules, Section 2.

Sec. 5: No student shall be denied the opportunity to participate in an Association-Sponsored activity because of partial payment or non-payment of an assessed fee or requested donation. **Sec. 6:** The Executive Board, at its discretion, may define a program to recognize donors for their contributions to the Association, where contributions can be defined as either a) monetary donations or b) individual fundraising efforts that result in the receipt of monetary donations. Such recognition can be in the form of public recognition and/or a gift or other item or service of value. In the event that a gift, item or service is provided to recognize a certain level of contribution, the value of the gift, item or service shall be documented for the donor on the same document used to recognize the value of yearly tax-deductible contributions. Furthermore, the value of the gift, item or service shall not exceed the greater of either a) the amount of the contribution that exceeds the amount of requested contributions for the fiscal year, or b) \$30.

ARTICLE XI – FINANCIAL REPORTS

Sec. 1: The Treasurer shall be required to prepare a monthly financial report and an annual financial report. These reports shall become a part of the permanent records of the Association.

Sec. 2: Copies of the above mentioned financial reports shall be filed by the Treasurer with the Executive Board and with such other persons or groups as the Executive Board shall direct.

Sec. 3: An independent audit of the financial records shall be made in June of each year. The Executive Board shall select or retain a qualified individual to conduct the audit. The Executive Board may also retain the services of an accountant or other qualified individual to prepare and file all tax returns.

Sec. 4: The report of the annual audit shall be submitted by the outgoing Treasurer and given to the current fiscal year Treasurer when turning over financial records.

Sec. 5: The Association's Fiscal Year shall be July 1 through June 30.

ARTICLE XII – BYLAWS

Sec. 1: The Bylaws are to be reviewed every two years by the Executive Board under the direction of the Parliamentarian.

Sec. 2: Amendments to the Bylaws must be presented in writing to all Voting Members of the Association no later than two weeks prior to voting. Such presentation may take the form of e-mail attachment, website link, etc.

Sec. 3: The Bylaws may be amended by two-thirds majority vote of the Voting Membership present at any Regular Meeting or Special Meeting. A quorum need not be present for voting to take place during a Regular Meeting but must be present for voting in a Special Meeting.

Sec. 4: The Bylaws shall contain Standing Rules, changes to which shall be presented only by the Executive Board and voted on at any Regular Meeting without prior announcement. Changes may be passed by a simple majority vote of the Voting Membership present. The Standing Rules shall contain only the following Sections. An Amendment to this Article XIII, Section 4 of the Bylaws is required to add any Sections to the Standing Rules.

1. List of Committees
2. List of Association-related Fees
3. List of standardized apparel and materials that students are required to obtain
4. Expectations for Booster participation

Sec. 5: Copies of the Bylaws shall be provided to each member family upon request. A copy of the Bylaws also shall be displayed on the web site at all times, if available. Additionally, a copy shall be filed in the principal's office.

Sec. 6: The rules contained in the Modern Edition of "Robert's Rules of Order" shall govern the Association in all cases where said Rules are not contained in the Bylaws or in Special Rules of Order adopted by the Association.

These Bylaws of the Edison High School Band and Colorguard Booster Association of Huntington Beach, CA have been adopted by a two-thirds majority vote of the Association's Voting Membership present

at the Regular Meeting held on November 2, 2011. These Bylaws shall become effective on November 2, 2011.

Standing Rules of the Edison High School Band and Colorguard Booster Association

These Standing Rules are governed under Article XII, Section 4 of the Association's Bylaws.

Sec. 1: The Committees of the Association include, but are not limited to, the following. Although a Committee may be listed herein, it may be inactive. Certain committees may consist of only a committee chair with no other members except ex-officio members defined in Article VI:

- a. Fundraising: Bingo, Boutique, Car Wash, Community Cards, Christmas Band, Corporate Contributions/Sponsorship, e-Scrip, Gift Wrap, Restaurant Dine-out, See's Holiday Candy, Competition Hosting
- b. Volunteer: Socials, Chaperones, Roadies, Transportation, Concerts, Uniforms, Volunteer Hours, Water Brigade, Volunteer List
- c. Annual Spring Trip

Sec. 2: The following includes, but is not limited to, fees that can be assessed each student. Not all fees listed will apply to all students. Students shall not be denied the opportunity to participate in school-sponsored or Association-sponsored activities because of non-payment or underpayment of any fee:

- a. Band and Colorguard Camp ("Field Show Camp") Fee
- b. Field Trips or excursions
- c. Replacement costs for uniforms or instruments that are lost or damaged
- d. Transportation to and from school for performances, competitions or field trips

Sec. 3: The following includes, but is not limited to items and standardized apparel that students are expected to procure. The association may not mandate that any of these items be purchased through the Association. The Association, at its discretion can choose to include the costs of any or all of these

items in the Association budget or to supply items to students for whom procurement of the item or apparel would create a financial hardship: a. Polo Shirt (student only)

b. Marching Shoes

c. Band Jacket

d. Warm-ups

e. Gloves

f. Lyre

g. Flip Book

h. Rifle

g. Flag Bag

Sec. 4: Boosters are expected to support the Association by participating in Association-sponsored meetings, fundraisers and activities, and to support student performances, competitions and trips by attending performances and assisting with performance support activities. Each Voting Member is expected to do the following:

- a. Attend monthly booster meetings
- b. Provide up-to-date email, home and cellular phone contact information
- c. Staff a shift at any festival or competition that is sponsored by the Association
- d. Do at least one of the following:
 1. Volunteer several times (minimum number of times to be determined by the Executive Board) during both the fall and spring seasons to staff support roles at performances, competitions and Association-sponsored events
 2. Chair at least one committee
 3. Serve on the Executive Board

Prior to the start of field show camp, the Executive Board shall define the available chairperson roles as well as the minimum number of times that a booster is expected to volunteer for a support role for 1st semester. Prior to the start of 2nd semester, the Executive Board shall define the minimum number of times that a booster is expected to volunteer for a support role for 2nd semester. Students shall not

be denied the opportunity to participate in Association-sponsored activities because of a lack of participation by any Voting Member.