

The Carlsbad High School Bands

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Carlsbad High School Band Boosters

By-Laws

Article I. NAME

The name of this organization shall be Carlsbad High School Band Boosters, (“Band Boosters”).

Article II. MISSION STATEMENT

The mission of the Band Boosters shall be to assist in the support of the Carlsbad High School band program, including the marching and concert bands, jazz ensembles, color guard, winter guard and drumline or any groups within (collectively the “Band and Guard Program”).

Article III. BAND BOOSTER MEMBERSHIP

Section 1: There shall be four classes of membership in the Band Boosters.

- A. **General membership** is open to any parent or guardian of a Band and Guard Program student who is willing to abide by the tenets of the Band Boosters.
- B. **Ex-Officio membership** shall be granted to the Carlsbad High School band director (“Band Director”). In addition, committee chair-people, student representatives of the Band and Guard Program and other persons authorized by majority vote of the Carlsbad High School Band Boosters Board of Directors (“Board”) may be granted ex-officio membership.
- C. **Honorary membership** may be bestowed by the majority vote of the Board.
- D. **Alumni membership** is open to any past booster member or student who has participated in good standing in the Band and Guard Program.

Section 2: Voting Rights

Voting right shall extend only to general members in good standing. Ex-officio, honorary and alumni members shall be non-voting members.

Article IV. BOARD

Section 1: Membership

The organization shall be governed by a Board as noted below:

- A. The general membership shall elect a Board to fill the positions as defined by the Carlsbad High School Band Booster By-Laws (“by-laws”).
- B. The Band Director(s) of the Band and Guard Program shall be an ex-officio member(s) of the Board. The Band Director(s) provides musical direction and overall supervision and guidance of the Band and Guard Program.
- C. Committee chairpersons shall be ex-officio members of the Board, unless they are members of the Board in another capacity.

- D. Voting rights shall extend only to the Elected Board (See Article IV, Section 6). Ex-officio members shall be non-voting members.

Section 2: Nominating Committee

A nominating committee of two or more members of the general membership shall be appointed each year by the Board to nominate candidates for the Board to be elected at the annual meeting in either May or June. Additional nominations from the floor shall be permitted at the meeting.

Section 3: Election to the Board

- A. Each Board member shall be elected by a majority of the general membership present at the annual meeting held in either May or June. The meeting shall be held prior to graduation.
- B. The term of office shall begin on July 1st (the beginning of the fiscal year) and end on June 30th the following year. Both retiring and elected members shall coordinate their efforts to facilitate a smooth transition between board terms to ensure clear communication and completion of any open actions related to their positions.
- C. In the event of a vacancy on the Board, the remaining Board may nominate another Board member. Once a nomination has been accepted, a majority vote of the Board is required for approval.

Section 4: Removal of Board Members may take place as follows:

- A. Voluntary – by written notification to the Board by a Board member wishing to leave the Board.
- B. Involuntary – by two third's vote of the Board in the event that a Board member violates these by-laws, demonstrates conduct which is detrimental to the Band Boosters, the Band and Guard Program, or does not attend three consecutive Board meetings without prior notification to the President.
- C. Automatically – By loss of qualification of Band Boosters general membership.

Section 5: Duties of the Board

- A. The Board will be responsible for ensuring that all provisions described in these by-laws are executed.
- B. For each meeting of the general membership and each meeting of the Board, the President, or their appointee, if absent, shall conduct the meeting and the Secretary, or their appointee, if absent, shall record the minutes of the meeting and report the minutes of the previous meeting.
- C. The Board shall appoint two Board members, either the President, Executive VP or the Secretary, in addition to the Treasurer, to be authorized to sign checks.
- D. The Board shall appoint committee chairpersons, as appropriate (See Article V – Committees).
- E. Board members should make every effort to attend Board meetings and inform the President in advance if they are unable to attend.

Section 6: Position Details for Individual Elected Board Member (“Elected Board”) Positions and Position Details

The positions described below can be shared by two people, with the exception of the President, Executive VP, Secretary and Treasurer.

President	The President is a liaison and provides leadership to all matters concerning the Band Boosters and the Band and Guard Program. Administers all committees and Board. Provides the agenda for and directs Board meetings.
Executive VP	The Executive Vice President (“EVP”) shall assist the President in assigned duties as needed and act as President pro tem should the elected President be unable to perform their assigned duties. The EVP shall also assist in administrative duties. The EVP shall monitor all meetings for compliance and adherence to the by-laws.
Secretary	The Secretary shall maintain minutes of all meetings in typed form to be reviewed by Board for public record.
Treasurer(s)	The Treasurer shall maintain financial and accounting records of all Band Booster transactions and present monthly accounting to the Booster Board. Maintain functions in Article VII, Section I.
VP-Communications	Shall manage all Band and Guard Program communications while keeping the President abreast of activities. Communications shall include, but not be limited to newsletters, emails, telephone calls, and website and social media updates.
VP-Publicity	Shall manage the Band Boosters publicity. Activities shall include, but not be limited to, submitting articles and photos to the press on a timely basis, announcing events and achievements.

VP-Ways & Means	Shall provide leadership in all aspects of fundraising. VP – Ways and Means shall lead and/or appoint committee members to participate and lead fundraisers appropriate to Board approved fundraisers. The VP - Ways and Means shall establish and execute a plan for raising funds for the purposes of the Band Boosters. Such purposes shall include, but not be limited to the financial support for staff members, uniform purchase and maintenance, scholarships, transportation for the Band and Guard Program, equipment, music and supplies.
VP-Uniforms	Shall provide leadership in all aspects of the Band and Guard Program uniforms for the entire year. Shall appoint committee members and maintain scheduling for said members. Assist students with uniforms and grooming and supervise student activities at events and/or performances.
VP-Transportation/ Equipment	Shall oversee and provide arrangement of transportation of instruments, uniforms, and equipment for all performances of the Band and Guard program, including loading and unloading truck/bus/trailer, renting truck (if needed) for equipment, maintenance of transportation equipment and getting instruments onto and off the field during shows.
VP-Guard	Shall oversee the guard and winter guard program aspects of the Band and Guard Program and act as a liaison to the guard instructor while communicating to the President, VP - Uniforms and VP-Transportation/Equipment regarding informational updates and needs specifically related to guard and winter guard activities.
VP-Drumline	Shall oversee the drumline program aspects of the Band and Guard Program and act as liaison while communicating to President, VP - Uniforms and VP - Transportation/Equipment regarding informational updates and needs specifically related to drumline activities.
VP-Travel	Shall arrange for chaperones for all Band and Guard Program events.
VP-Hospitality	Shall manage all hospitality activities at Band and Guard Program events. This may include, but is not limited to, band camp potluck, pre-football game student food, food at football game and spring concert, middle school outreach events, refreshments and/or bake sale items at concert events.

**Freshman/New
Parent Liaison**

A voting member in good standing representing the opinions, views and concerns of incoming new/freshman parents to the Band Boosters. Shall work with the Band Director and the Board in regard to recruitment for the program and shall communicate with new band and guard member parents.

Alumni Liaison

Shall coordinate communications with band alumni and represent their opinions, views and concerns to the Band Boosters.

ARTICLE V. – COMMITTEES

Section 1 Budget

A budget committee shall be comprised of the President, the Treasurer, Band Director(s), and other Board members as determined by the President. The Budget Committee will prepare a budget for consideration by the Board at the August meeting.

Section 2 Nominating

Two or more members from the general membership shall be appointed by the Board to nominate candidates for the Board to be elected at the annual meeting in either May or June and to nominate candidates for committee chairpersons. Additionally, shall coordinate and supervise all election information and processes.

Section 3 By-Laws

The Board will appoint two or more members to review the by-laws every other year, and submit proposed changes (as required).

Section 4 Scholarships

The Board will appoint a committee to review applications for scholarships and determine awards following the guidelines defined in Article VIII.

Section 5 Other

Temporary committees shall be created, as required, for support of the Band Boosters, and the Band and Guard Program such as uniforms, gift wrap booth, fundraising events, pizza dinners and spring awards banquet.

ARTICLE VI: MEETINGS

Section 1 General meetings will be held at least two times yearly at the call of the Board or 10 general members. One general meeting will be held in either May or June (prior to graduation) for the election of a new Board.

Section 2 Regular meetings of the Board shall be held when school is in session and as needed when school is not in session. Meetings shall be open to the general membership. Special meetings may be called by the consensus of five of the Board's members.

Section 3 Quorum shall exist when a simple majority of the Elected Board is present.

Section 5 In the absence of a quorum, the meeting may be conducted; however, issues of policy, finances, or those requiring a Board vote shall not be voted upon.

ARTICLE VII: FINANCES

Section 1: Duties of the Treasurer

- A. Be responsible for all funds of the Band Boosters.
- B. Maintain a permanent set of books using generally acceptable accounting procedures.
- C. Manage collection of all fees owed to the Band Boosters.
- D. Present a current written financial report at each meeting.
- E. Prepare an annual recap of the financial condition of the organization and present it at the either May or June meeting. A copy of the report shall be given to the Treasurer elected for the following year to assist them in preparing the following fiscal year's budget. The fiscal year shall be from July 1 to June 30.
- F. Participate in the preparation of a budget as described in Article VII, Section 3.
- G. Assure that tax forms are prepared and filed appropriately as applicable.
- H. Ensure compliance with all provisions of Article VII of these by-laws by and for the Board and the general membership.

Section 2: Accounts

- A. A checking account shall be maintained. All Band Booster expenditures shall be made by check or electronic bill payment.
- B. All disbursements must be approved by two of the following three officers: the President, the EVP or the Secretary. Recurring payments can be approved in advance, if a detailed payment program is provided.
- C. All funds received shall be accounted for independently from the Treasurer and details shall be submitted to the President prior to transfer of funds to the Treasurer for deposit.

Section 3: Budget

- A. The Budget Committee shall prepare a budget for consideration by the Board at the August meeting.
- B. Approval of the budget shall be by simple majority of the general membership attending the fall general meeting.
- C. Expenditures in excess of budgeted amounts by category must have advance approval of simple majority of the Board.
- D. Any non-budgeted expenditures must be approved in advance by a simple majority of the Board, unless the expenditure exceeds \$1,000, in which case a two-thirds majority vote is required.

Section 4: Fundraisers

All fundraisers must be approved in advance by a simple majority of the Board. Carlsbad Unified School District policies regarding fundraising approval by booster organizations will be followed.

ARTICLE VIII: SCHOLARSHIPS

Section 1: Scholarship for Graduating Band and Guard Program Students

- A. Applications shall be accepted from graduating seniors and reviewed by the Scholarship Committee.
- B. The committee shall recommend recipients of scholarships based on leadership, ability and dedication. Recommendations will be determined in time to be presented at the senior recognition event and the year-end banquet.
- C. The committee shall recommend for Board approval the number and amount of scholarships awarded. The total amount may not exceed the resources of the scholarship fund within the budget.
- D. Parents and guardians of graduating band or guard seniors are prohibited from serving on the committee when reviewing scholarships for graduating students.
- E. Eligible applicants must have participated in the Band and Guard Program for all the years that they attended Carlsbad High School.
- F. Eligible students must plan to continue their education at an accredited post-secondary 2 or 4 year school.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Except as otherwise prescribed by these by-laws, the Board shall govern the organization in accordance with the rules contained in the current edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable.

ARTICLE X: AMENDMENT OF BY-LAWS

These by-laws can be amended at any meeting of the organization by a two-thirds majority vote of all those present provided that:

- A. Notice of amendment has been sent to the general membership.
- B. The amendment is available for review by the general membership.
- C. A copy of the proposed amended by-laws has been supplied to each Board member at least two weeks prior to the vote for approval.