

The Carlsbad High School Bands
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Carlsbad High School Band Boosters
By-Laws Revised October 2019

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, 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 rights shall extend only to general members in good standing who are present at a general meeting. 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 executive board is defined as: President, Executive Vice President, Treasurer, and Secretary.
- B.** The general membership shall elect a Board to fill the positions as defined by the Carlsbad High School Band Booster By-Laws ("by-laws").
- C.** 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.
- D.** Committee chairpersons shall be ex-officio members of the Board, unless they are members of the Board in another capacity.

- E. Voting rights shall extend only to the Elected Board. Each elected position is entitled to a single vote. (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)	Treasurer. The Treasurer shall maintain financial and accounting records of all Band Booster transactions. The Treasurer shall be in charge of, be responsible for, and report on all funds of the organization in accordance with the organization's financial policies as stated in Article VII: Finances.
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: 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**

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: Board Meetings

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

Quorum shall exist when a simple majority of the Elected Board is present. 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: Budget

- A.** The fiscal year of the organization shall be from July 1 to June 30.
- B.** The Budget Committee shall meet prior to the end of the current fiscal year and shall prepare a budget for consideration by the Board at the August meeting. This budget shall be used to guide the activities of the organization during the fiscal year, including serving as approval for anticipated expenditures.
- C.** Approval of the budget shall be by simple majority of the general membership attending the August general meeting.
- D.** During the fiscal year, any proposed expenditure that results in excess of approved budgeted amounts by category must have advance approval of simple majority of the Board.
- E.** 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 2: Financial Accounts

- A.** No loans shall be made at any time by the organization to its membership or any other said individuals.
- B.** A checking account shall be maintained in the name of CHS Band Boosters at a federally insured financial institution.
- C.** An operating reserve fund shall be maintained in a segregated, risk-averse money-market bank account at a federally insured financial institution, as set forth in the CHS Band Boosters Operating Reserve Policy.
- D.** The President and EVP may authorize any member of the Band Boosters or band coach to enter into contracts or agreements for the purchase of budgeted materials or services on behalf of the organization.
- E.** All payment of budgeted expenditures must be approved by at least two of the following three officers: the President, the EVP and/or the Secretary. To obtain approval, a written request, with all necessary documentation attached including copies of invoices, receipts, purchase orders, etc. must be sent via email to the President, the EVP and the Secretary, with the Treasurer and Band Director cc'd.

There are two types of budgeted expenditures:

1. Future expenditures: advance written notice via email, must be given as early as is feasible, that clearly lists the amount due and due date to ensure adequate time for approval and disbursement of actual funds.
2. Reimbursement expenditures: Members of the Band Boosters with prior authorization can request reimbursements for budgeted expenses incurred on behalf of the organization. In addition to the written request and necessary documentation listed above, a Reimbursement Form found on the Band website must also be filled out completely and signed. This document may be scanned into electronic format and sent as a .pdf attachment. The request for reimbursement email with supporting documentation can be given as soon as expenses are incurred but no later than thirty (30) days of incurred expense.

Recurring payments of budgeted expenditures can be approved in advance, if a detailed payment program is provided to the Board.

- F. All Band Booster expenditures shall be made by check or electronic bill payment.
- G. All cash and cash equivalents received, for Fundraising events and/or specific Program Service revenue, to the organization from all sources shall be accounted for by two elected Board Members by filling out the Deposit Form found on the Band website. At no time shall monies received for deposit be held longer than two weeks. The Deposit Form and monies for deposit must be hand delivered to the Treasurer or placed in the locked mail box located inside the Band room. A notification email stating funds ready for deposit must be sent to the Treasurer with the President, EVP, Secretary and Band Director cc'd.
- H. Certain cash and cash equivalents received to the organization, from various sources, directly to the Band Director can be given to the Treasurer for deposit at the discretion of the Board.

Section 3: Cash Management Duties of the Treasurer

- A. Be responsible for all funds of the Band Boosters.
- B. Maintain a set of financial books using generally accepted accounting procedures.
- C. The Treasurer shall receive, and give receipts as needed, for monies due and made payable to the organization from all sources and shall deposit such funds into such banks or other financial institutions as are selected by the Board.
- D. The Treasurer shall make disbursements as authorized by the Budget as approved, or amended, by the membership listed in Section 1: Budget and the policies described in Section 2: Financial Accounts.
- E. The Treasurer shall present a written financial report at each monthly Band Boosters Board meeting and present an annual recap of the financial condition of the organization at either the May or June meeting. If applicable, a copy of the report shall be given to the newly elected Treasurer for the following year to assist them in preparing the following year's budget.
- F. Assure that annual tax forms are prepared and filed appropriately with federal and state agencies as applicable.
- G. Keep all relevant financial documents readily available to the general membership for seven (7) years. Properly destroy documents after this point in time in a safe, secure manner.

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: 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 IX: 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:

1. Notice of amendment has been sent to the general membership.
2. The amendment is available for review by the general membership.
3. 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.