

BYLAWS OF THE VALLEY VIEW BAND AND PAGEANTRY BOOSTER CLUB

Article I – Name

The name of the organization shall be the Valley View Band and Pageantry Booster Club.

Article II – Object and Status

The purpose of the Booster Club shall be to promote and advance personal interest in the Valley View Band and Pageantry members as individuals and as a group. To advance and to promote support through financial aid by fundraising in a manner satisfactory to the Valley View High School Administration and the Moreno Valley Unified School District. This organization is organized exclusively for charitable purposes within the meaning of section 501 © (3) of the Internal Revenue Code.

Section 1. Object

The object of this organization shall be to serve the Valley View Band and Pageantry of Moreno Valley, California. The Booster Club program is to supplement and complement, but not take the place of, the professional and/or technical staff (advisors).

Section 2. Status

This association is organized as a non-profit, unincorporated association of natural persons for benevolent purposes and not that of pecuniary profit. No part of the material earnings of this association shall inure to the benefit of any private member or individual. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code 1986 (or corresponding provision of any future United States Internal Revenue Law).

Section 3. Property

- a. The property of the Booster Club shall not be used or operated by the Booster Club, or any other person, so as to benefit any officer, member professional and /or technical staff member or contributor of the association, or any other person through the distribution of profits. Payment or excessive charges or compensation or the more advantageous pursuit of his business or profession.

- b. Loaning property or equipment of Booster Club shall be at the discretion of the Executive Committee.
- c. The property of the Booster Club is irrevocably dedicated to Band and Pageantry purposes. In an event of the dissolution of the Booster Club, all moneys remaining within a Booster account, after payment of all obligations, shall be assigned to the Valley View High School Band and pageantry student body funds.
- d. Upon dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501© (3) of the Internal Revenue Code (corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed by: the Court of Common Pleas of the County in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.
- e. The Executive Board will appoint a booster or boosters to keep and oversee the care and use of said property owned by the club. A review of annual servicing will be done at the first Executive Board meeting of the new officers.

Article III – Membership

Membership in the Booster Club shall be open to any interested person, excluding members of the Valley View Band and Pageantry, also known as VVHSIMP (Valley View High School Instrumental Music Program). Elective officers will be elected by the members of the Boosters Club who have students currently in the VVHSIMP music program. Those members of the Booster Club who do not have students currently in the VVHSIMP music program shall be know as “friends” of the VVHSIMP, and shall be eligible to serve as Elective officers under the following conditions:

1. Office of President: must have a student currently enrolled in the VVHSIMP (Valley View High School Instrumental Music Program). They are not eligible to “friends”.
2. 1st Vice President: must have a student currently enrolled in the VVHSIMP (Valley View High School Instrumental Music Program) or have been a member of the Board in the past.
3. 2nd Vice President, 3rd Vice President, Recording Secretary, Correspondence Secretary, Treasurer: must have a student currently enrolled in the VVHSIMP (Valley View High School Instrumental Music Program) or fall under the definition of “friends” of the VVHSIMP.
4. The majority of the board must have a student currently enrolled in the VVHSIMP (Valley View High School Instrumental Music Program).

Name, address and telephone number lists will be available to the general membership. Use of such lists shall be limited to the exclusive use of the Booster Club and its activities.

Members will conduct themselves in a professional manner. A continuously disruptive member found to be “out of order” by the President will be asked to leave the general membership meeting. That person will be escorted out by the Parliamentarian and not be allowed to return until the next General Membership meeting.

The annual membership dues of the Booster Club shall be five dollars (\$5.00) for individual, ten dollars (\$10.00) per couple, one hundred dollars (\$100.00) for commercial business membership per year. Said dues shall be payable on or before the July booster meeting and continuously throughout the school year ending June 30.

Article IV – General Membership Meetings

Section 1. Regular Meetings

The general membership of the Booster Club shall meet once a month of a night of the week as chosen most convenient to the general membership. This meeting time shall be determined at the first elective meeting. The Board of Directors reserves the right to alter meeting time as deemed necessary.

Section 2. Special Meetings

The Board of Directors may call special meetings of the general membership upon the request of the president and/or the advisors for a specified purpose only.

Section 3. Quorum

Ten (10) members, in good standing, shall constitute a quorum to transact business. A majority vote of the quorum is required to pass a motion.

Section 4. Notice of Meetings

Each member shall be notified, in writing or by telephone, at least three (3) days in advance of all regular meetings. All available members shall be notified of all special meetings.

Article VI – Executive Committee

Section 1. Personnel

The Executive Committee of the Booster Club shall consist of all elected officers and parliamentarian. The Instrumental Music Director and Principal shall be ex-officio members.

Section 2. Duties

The Executive Committee may meet at the call of the President prior to the regularly scheduled Board of Directors meeting to prepare and formulate recommendations for action by the Board of Directors of the Booster Club.

Article VII - Board of Directors

Section 1. Personnel

The governing body shall be the Booster Club Board of Directors consisting of the Executive Committee and appointed chairpersons. The Instrumental Music Director and Principal shall be ex-officio members.

Section 2. Quorum

A Quorum shall be constituted by a majority of the members of the Board of Directors. In the event there is not a majority of members of the Board of Directors to constitute a Quorum, a phone call by the president or president delegate may be made to available missing members to conduct business.

Section 3. Duties

The Board of Directors shall have the following duties:

- a. Conduct and manage business of the Booster Club and make recommendations, as the Board deems necessary, providing they are in accordance with the Bylaws.
- b. Execute or accept leases and contracts binding the Booster Club in any lawful manner requiring competitive bids of two (2) or more, including phone bids, on items to be purchased in excess of four hundred dollars (\$400.00).
- c. Fill by appointment any vacancy occurring in an elective office, except that of president. Any such vacancy shall be filled if possible, at the Board of Directors meeting following the occurrence of the vacancy.
- d. Replace, at the discretion, any officer or chairperson who fails to attend three (3) consecutive regular meetings of the Board of Directors without a valid excuse granted by the President.
- e. Formulate Booster Club policies and regulations endorsed by the Booster Club general membership.
- f. Any member of the Board of Directors or General Membership may be removed upon written notification and followed by an affirmative vote of two thirds, (2/3) of a quorum for inappropriate behavior.
 1. The members shall be notified of a specific time and date of a special meeting to be held for the purpose of presenting evidence of inappropriate behavior.
 2. The member in question may present evidence of defense.

3. The member is then excused from the meeting and a written ballot is presented to attending members.

Section 4. Meetings

The Board of Directors shall meet one week prior to every general meeting at a time and place designated by the President. Special meetings may be called upon the request of the Instrumental Music Director or by the President.

Article VIII – Officers

Section 1. Elective Officers

- a. President
- b. First Vice President
- c. Second Vice President
- d. Third Vice President
- e. Recording Secretary
- f. Corresponding Secretary
- g. Treasurer

Section 2. Appointive Chairpersons

- a. Parliamentarian
- b. Publicity
- c. Telephone
- d. Inspection
 1. Band
 2. Pageantry
- e. Newsletter
- f. Scrip
- g. Transportation
- h. Equipment
 1. Band
 2. Pageantry
- i. Uniform
- j. Food Committee

Article IX – Duties of the Officers

Section 1. Elective Officers

- a. **President:** The president shall:
1. Preside at all meetings of the Booster Club and the Booster Board of Directors.
 2. Sign or authorize the signing of all contracts and all other instruments, in writing, following bidding procedures, if necessary, approval of the Board of Directors and authorization of the general membership.
 3. Be one of the persons authorized to co-sign checks.
 4. With the approval of the Executive Board, appoint all chairpersons of standing committees and special committees whose appointment or elections is not otherwise provided for in these Bylaws.
 5. Be appraised of all projects and affairs of the Booster Club
 6. Call Special meetings.
 7. Prepare a monthly agenda.
 8. Coordinate directly with the Publicity Chairperson in preparing all publicity for the Valley View Band & Pageantry.
 9. Be an ex-officio member of all committees, except the Nominating Committee.
 10. Perform other duties pertaining to the office.

- b. **First Vice President:** The first vice president shall

1. Aid and assist the President.
2. Preside at all meetings of the Booster Club and Board of Directors in the absence of the president.
3. Aid and assist the Instrumental Music Director in completing and submitting all facilities use forms for all Band and Pageantry events as the Director may deem necessary.
4. Keep a running inventory of items purchased by the Booster Club.
5. Prepare a written inventory of items purchased for the Band and Pageantry program and present same as a donation to the Moreno Valley Unified School District School Board.
6. If a vacancy occurs in the office of the president, assume such office for the un-expired term.
7. Arrange, with the aid of an independent tax consultant, for the audit of accounts during the month of May, or when deemed necessary by the Board, and present to the Board at the regular meeting prior to the June general membership meeting. The results shall be presented to the general membership for acceptance of record.
8. Oversee and coordinate the activities of the Equipment and Transportation Chairpersons.
9. Oversee and coordinate with the Food Committee Chairperson to ensure the organization, preparation and distribution of food for stated events and band camp.
10. Secure Chaperons for bus trips with approval of the Instrumental Music Director.

- c. Second Vice President:** The second vice president shall:
1. Serve as chairperson of the Ways and Means Committee.
 2. Organize and delegate all major fundraising projects, subject to the approval of the Board of Directors.
 3. Keep a detailed record of all major fundraising projects. This record shall be passed on and explained to the incoming second vice president.
 4. Be responsible to remit the monies for all Ways and Means projects to the treasurer within three (3) business days of the close of fundraiser.
 5. Be a member of the Budget and Finance Committee.
 6. Work closely with the treasurer on finance and money matters.
- d. Third Vice President:** The third vice president shall:
1. Serve as the chairperson of the Membership Committee:
 - a. Collect membership moneys
 - b. Solicit new memberships and renewals.
 - c. Handle membership badges and Booster Jackets.
 2. Oversee and coordinate the activities of the Uniform and Inspection Chairpersons.
 3. Perform any other duties assigned by the president.
- e. Recording Secretary:** The recording secretary shall:
1. Keep and record, in a permanent file, the minutes of the general meetings of the Booster Club and the Board of Directors.
 2. Have copies of the minutes in the hands of the president at least one week prior to regularly scheduled general and Board of Directors meetings.
 3. Maintain a list of guests and members in attendance at meetings.
 4. Assume all responsibilities of the corresponding secretary if office is vacant or not present.
- f. Corresponding Secretary:** The corresponding secretary shall:
1. Conduct all the official correspondence of the Booster Club.
 2. Give notice of Booster Club Board of Directors meetings to all elected officers, appointed chairpersons and advisors.
 3. Be responsible for sending personal message cards to Band and Pageantry Booster Club members and students.
 4. Oversee, coordinate and assist the Telephone Chairperson and Newsletter Chairperson in their assigned duties.
- g. Treasurer:** The treasurer shall:
1. Keep a legible and accurate record of all Booster Club transactions.
 2. Collect all monies and deposit them within three (3) business days to the Booster Club bank account.
 3. Present a budget for approval of the general membership at the July meeting.
 4. Make only those disbursements approved by the Board of Directors and the general membership.

- a. The board of Directors shall have the authority to disburse to the chairperson of an approved fund-raiser the moneys required toward completion of the project.
5. Prepare a monthly written report detailing all the receipts and disbursement transactions. This report becomes part of the recording secretary's minutes and a copy of this report must be available at the general meeting for approval.
6. Submit a report each three (3) months detailing expenditures and reviewing budget projections for the remainder of the year.
7. File all canceled checks and remittance sheets.
8. Arrange for a monthly bank reconciliation to be performed by a Booster Club officer other than the officer normally responsible for banking functions.
9. Serve as chairperson of the Budget and Finance Committee. The president elect and the treasurer elect will serve on the Budget Committee.
10. Serve as a member of the Ways and Means Committee.
11. Hold all ownership, titles and documents.
 - a. A safety deposit box shall be maintained to protect important documents.
12. Arrange, through an independent tax consultant approved by the board, for the filing of federal and state tax forms.
13. Be one of three persons to co-sign checks. (President, Treasurer and Instrumental Music Director.
14. Prepare and present all record for review to the Audit Committee at the April Board Meeting.
15. Oversee and coordinate directly with the Scrip Chairperson in fulfilling their responsibilities.

Section 2. Appointive Chairpersons

- a. **Parliamentarian:** The parliamentarian shall:
 1. Act as advisor in all matters pertaining to parliamentary procedures.
 2. Serve as chairman of the Nominating Committee and Bylaws Committee.
The Bylaws committee shall:
 - a. Review the Bylaws when requested by the Board of Directors or by resolution of the general membership.
 - b. Be comprised of the Chairman and at least three (3) members.
 - c. Annually prepare amendments and/or revisions of the Bylaws.
 - d. Keep computer bylaw disk updated and in good condition.

- e. Make notification by mail or phone of any Bylaw revisions to all members two (2) weeks prior to a general meeting.

The Nominating committee shall:

- a. Be comprise of three (3) Executive Board members and two (2) appointed members to complete committee.
- b. Quorum of three (3) members (not including Parliamentarian or Instrumental Music Director) must be in attendance of nominating committee meeting.
- c. Make phone calls to any existing Executive Board or general membership members to secure interest in nomination.
- d. Prepare tentative ballot.

- e. **Publicity Chairperson:** The publicity chairperson shall:
 - 1. Be responsible for preparing all publicity for the Valley View Band and Pageantry, subject to approval by the Instrumental Music Director.
 - 2. Be responsible for seeing that all material of historical and pictorial value is given to the Instrumental Music Director.
- f. **Telephone Chairperson:** The telephone chairperson shall:
 - 1. Be responsible for contacting members at least three (3) days prior to the general meetings.
 - 2. Communicate to members any special items as deemed necessary by the Booster president and/or Instrumental Music Director.
- g. **Inspection Chairperson:** The inspection chairperson shall:
 - 1. Be responsible to train all new appointed inspection committee members in their duties and responsibilities.
 - a. Plume care & handling
 - b. Hair detailing. Ie. Clips, hairspray etc.
 - 2. See that inspection team members are in attendance at all Band and Pageantry competitive events and half-time performances.
 - 3. Equip and maintain sufficient first aid kits and inspection kits for each unit (Band / Colorguard)
 - 4. Keep a record of Inspection Committee Expenses.
- h. **Newsletter Chairperson:** The newsletter chairperson shall:
 - 1. Be responsible for publishing and mailing a monthly newsletter to parents of all active band and pageantry members and all currently paid members of the Booster Club.
 - 2. Collect and assemble any articles from any officer who wishes to include an article for publication.

- i. **Scrip Chairperson:** The scrip chairperson shall:
 - 1. Be responsible for all moneys collected from scrip sales.
 - 2. Be responsible to deposit all moneys collected for scrip sales and give receipts to treasurer within three (3) business days.
 - 3. Be responsible for ordering, storing and distributing all scrip.
 - 4. Keep accounting of student credit in a ledger book.

- j. **Transportation Chairperson:** The transportation chairperson shall'
 - 1. Make all necessary arrangements to transport band and pageantry personnel and equipment to and from all events. This will be coordinated with the Instrumental Music Director.

- k. **Equipment Chairperson:** The equipment chairperson shall:
 - 1. Ensure all equipment is ready for transport to and from all events.
 - 2. Organize proper loading and unloading of said equipment to eliminate damage and prevent loss.
 - 3. Be responsible to designate persons to record, log and maintain all borrowed/loaned equipment.
 - 4. Be responsible to keep all equipment in proper working order (fuel, oil, repair, etc.)

- l. **Uniform Chairperson:** The uniform chairperson shall:
 - 1. Be responsible for distributing and accounting of all uniforms.
 - 2. Arrange uniform cleaning and mending as needed for the Band and Pageantry.

- m. **Food Committee Chairperson:** The food chairperson shall:
 - 1. Be responsible for organizing menus.
 - 2. Purchase food for stated events and band camp.
 - 3. Organize the preparation and distribution of food for stated events and band camp.
 - 4. Be responsible for delivery and distribution of refreshments at all competitive events.

Section 3. Instrumental Music Director:

- a. The Instrumental Music Director shall:
 - 1. Instrumental Music Director, or a representative, shall attend all regularly scheduled and special meetings during the school year.
 - 2. Ensure the Booster Club meetings are conducted in accord with the Moreno Valley Unified School District Policies.
 - 3. Aid and advise the Booster Club where needed.

4. Encourage all band and pageantry parents and alumni to support the Booster Club by the attendance at meetings and band and pageantry performances.
5. Prepare a projection of needs for the school year for the Budget and Finance Committee. Such lists should be placed with needs in order of priority.
6. Be one of three persons authorized to co-sign checks.
7. Annually coordinate with Executive Committee, contracts and salaries of support staff.

Article X – Standing Committees

The Ways and Means Committee and the Budget Finance Committee shall be standing committees.

Article XI – Nominations and Elections

- a. **Appointment:** At the Booster Club Board of Directors meeting directly proceeding the March general membership meetings, the Board of Directors shall appoint three (3) active members to serve on the Nominating Committee. At the March general membership meeting of the Booster Club, two (2) additional active members shall be elected from the floor to complete the committee. The Parliamentarian shall serve as chairperson of the Nomination Committee with no vote. The Instrumental Music Director shall sit on the committee with a no vote.
- b. **Function:** At the April meeting of the Booster Club, the Nominating Committee shall present one (1) or more candidates for each office. The committee shall not present any member candidate without first obtaining his/her consent.
- c. Notice of candidates shall be made prior to the election by phone or mail.
- d. Additional Nominations for any of the elective offices may be made from the floor at the April Meeting.

Section 2. Time of Election

Elective officers shall be elected at the May meeting each year and shall be installed at the close of the June meeting. They shall enter upon their respective offices immediately thereafter.

Section 3. Term of Office

All elective officers and appointed chairpersons shall hold office for a period of one (1) year. No elected officer shall hold the same office for more than three (3) years. Appointed chairpersons may be re-appointed at the discretion of the Executive Board. Each elected officer and appointed chairperson will maintain a procedures book to be passed on to his successor. Each elected officer and appointed chairperson shall assume any extra duties as assigned by the president.

Article XII – General Provisions

Section 1. Parliamentary Procedures

The actions of the Booster Club shall be governed by the authority of parliamentary law, “The Robert’s Rules of Order, Revised”.

Section 2. Fiduciary Agents

The Booster Club funds shall be kept in a bank or any fiduciary agency.

Section 3. Budget Year

The budget year will be July 1 through June 30.

Section 4. Tax Year

The tax year will be July 1 through June 30 as established by the formation of the organization.

Section 5. Standard Operating Policy

All officers and chairpersons and members are subject to obtaining board approval before taking any action on behalf of the Booster Club that would in any way be binding or injurious to the Booster Club and/or its operation.

Article XIII – Amendments

Bylaws of the Booster Club may be altered, repealed or amended by the affirmative vote of two thirds (2/3) of the members present and voting, at any regular or special meeting of the Booster Club, provided that verbal and/or written notice of the proposed alterations, repeal or amendment be made two (2) weeks in advance of said meeting.

Revisions;

May 1993
May 1995
May 1996
July 1998
May 1999
July 2002
May 2006