

SULTANA BAND BOOSTERS

BY-LAWS

Sultana High School – Hesperia, California

Article I NAME AND PURPOSE

- A. This organization shall be a non-profit association known as Sultana Band Boosters, herein referred to as S.B.B.
- B. The S.B.B. shall aid the Instrumental Music Director, herein referred to as Director, in carrying out his/her concepts of the instrumental music and color guard programs, and shall lend financial, moral, and volunteer support to the students enrolled in the instrumental music and color guard programs at Sultana High School.
- C. Robert's Rules of Order, revised, shall govern except when inconsistent with the By-Laws of the S.B.B.

Article II MEMBERSHIP/VOLUNTEERS

- A. Any non-student adult wishing to actively support the purpose of the Sultana Band Boosters shall be eligible for membership in the S.B.B.
 - 1. All volunteers must complete and submit the Hesperia Unified School District Volunteer Information Form each year and have district approval prior to volunteering.
- B. There shall be no limitation to the numerical membership of the S.B.B.
- C. Membership dues shall be by donation only and will be accepted at any time during the school year.
- D. Any Booster members, including any Board of Director members not acting in the best interest of the S.B.B., are subject to removal from their volunteer position, at the request of the Director and with a majority Board vote. Person/persons also may not participate in any function pertaining to the S.B.B., for one year, and then only with the approval of the Director and a majority Board vote, would person/persons be allowed to re-apply for a Booster membership, including any Board of Director position.
- E. If any Board members are related by blood or marriage, only one of the members will be allowed to be on the bank account or to countersign checks.

Article III OFFICERS

- A. Board of Directors: The elected officers of the S.B.B., shall be: President, First Vice-President of Volunteers, Second Vice-President of Fundraising, Treasurer, and Secretary. Incorporated with the elected officers are the Director, Instructors, Consultants, and Advisors, and all chairs of committees. The above described forms the Board of Directors of the S.B.B.
- B. Executive Board: The executive and administrative power shall be vested in an Executive Board, which will consist of the President, First Vice-President of Volunteers, Second Vice-President of Fundraising, Treasurer, Secretary, and the Band Director, as an ex-officio with no voting rights. The Instructors, and those working in the capacity of an Advisor and/or a Consultant, also have no voting rights.
- C. Nomination/Election of Officers and Term of Office: Nominations will be accepted at the March general meeting. A motion is to be made to nominate a person for each position that motion must be seconded, and the nomination must be accepted by that nominee. If a nominee is not present to accept, the Elections Chairman will contact and verify that nominee's acceptance or denial of their nomination. Voting will take place at the April general meeting by secret ballot, with the results being read immediately following the vote. All officers shall be elected by majority vote. Officers shall be formally announced and installed at the Awards Banquet in May. A list of the new Officers elected to the Executive Board shall be provided to the A.S.B. at the end of the school year. This list of new Officers shall be accompanied by a copy of the bylaws, the new budget, proof of insurance, and the annual expense and deposit report. Any revised documents shall be provided to A.S.B. upon update. A term of office shall be from June 1st through May 31st, not to exceed two consecutive years in the same office, unless the nomination is accepted and approved by a majority vote of the membership present at the April general meeting.
- D. Removal of Officer: Any member of the Board may be removed from office on the Board either of the following ways:
 - 1. By a signed resignation, this resignation shall go into effect on the date specified in said notice.
 - 2. By request of the Director and an affirmative majority vote of the Board of Directors at any general meeting.
 - 3. If an Executive Officer misses three consecutive meetings, he or she may be removed from office.
- E. Vacancies: A vacancy in an elected office for any cause shall be filled at the next general meeting of the S.B.B., by a majority vote of the members present. The President with the approval by the Board by majority vote may appoint, with the advice of the Director, a temporary replacement until such time that a vacancy has been filled by the membership.

- F. Duties of Officers: Shall attend all general/board meetings, unless they are physically unable to perform. Shall maintain a running account of the activities and personally present it to their successor before June 1st.
1. President: The President shall preside at all the General, Board, and Executive Board meetings; shall enforce a due observance of the By-Laws and parliamentary authority; to supervise, direct, and control the business of the S.B.B.; to supervise all Board members, appointees and committees; to sign checks drafted by the S.B.B.; to ensure compliance with the Sultana High School, Hesperia Unified School District, and the California State Education Code in the operation of the Executive Board. The President shall appoint a parliamentarian and such committees as are necessary and shall be an ex-officio member of all committees. The President shall meet regularly with the Director to ensure good communications. In addition, the President shall set the agenda for each meeting. The President shall represent the S.B.B. at all meetings in the Hesperia Unified School District concerning the Instrumental Music and Color Guard Program at Sultana High School. The President shall have the option to delegate the Vice-President, First and/or Second, any of the duties described above, only if he/she is unable to attend or is physically unable to perform.
 2. First Vice-President of Volunteers: It shall be the duty of the First Vice-President of Volunteers to preside in the absence of the President. Shall secure adequate chaperones for all events. Shall recruit, coordinate, train, and oversee all chaperones at all events. Shall see that the emergency medical forms and permission slips are in the possession of a chaperone parent at every event; and shall collect and disburse all medication. Shall maintain a phone roster of all parents and guardians and contact them individually to solicit and schedule parent volunteer help as needed. May be a designated signer for checks drafted by the S.B.B. The Director shall instruct the Vice-President of Volunteers at each event as to his/her duties. The Vice-President of Volunteers shall have the option to delegate to the Second Vice-President of Fundraising any of the duties as described above, only if he/she is unable to attend or is physically unable to perform.
 3. Second Vice-President of Fundraising: Shall act as Ways and Means Chairman. Coordinates all the Booster fundraising activities, and assists the Band Director with ASB-related fundraisers as requested. Shall give detailed monthly accounting on all fund-raising activities. May be a designated signer for checks drafted by the S.B.B. Shall receive and accept all delegated activities from the President and Vice-President of Volunteers unless physically unable to perform; in which case the Vice-President of Fundraising shall contact the Director for further action.
 4. Treasurer: Shall receive all monies owed or donated to S.B.B., pay all duly approved debts, and keep an accurate account or all transactions and give a monthly report at all board and general meetings. The Treasurer shall give a semi-annual fiscal and monthly report as called for and shall present the books for a review in July. An outside entity shall be used for this review if the S.B.B. income exceeds \$500,000.
 5. Secretary: Shall keep a record of the minutes of all general and board meetings and present minutes at the following meeting for approval. Shall collect the sign-in sheet at every meeting. Shall keep a copy of these By-Laws and Department Handbook. Shall maintain an up-to-date inventory of all items and equipment owned by the S.B.B. Shall maintain an accurate file of all incoming/outgoing mail. May be a designated signer for checks drafted by the S.B.B.

Article IV **STANDING COMMITTEES**

- A. Standing Committees: The Standing Committees shall include: Uniform, Hospitality, Membership, Telephone, Equipment, and Transportation, Alumni, and any other deemed necessary by the President and Director.
- B. Committees: The Chairman of each committee shall be appointed by the President with the approval of the Director and shall be ratified by the elected officers. Chairmen of all committees formed during the year shall maintain a running account of their activities and personally present it to their successors before June 1st. A Chairman shall not exceed two consecutive years in the same position, unless the appointment is accepted and approved by a majority vote of the membership present at the general meeting.
 1. Uniform Committee: Shall, with a committee, be in charge of uniforms, having them cleaned and repaired as needed. Keep a roster of the Band and Color Guard and use the same to check uniform articles in and out. Shall check with all students as to the condition of their uniforms before and after any event. Shall be responsible for the purchase of fabric and accessories, construction, and alterations as needed, (not to exceed the budget), subject to the Director's consent and approval.
 2. Hospitality Committee: Shall be responsible for purchasing supplies, shall coordinate all social functions sponsored by the S.B.B., shall plan and coordinate the Awards Banquet, shall ensure that refreshments are available at all board and general meetings.
 3. Telephone Committee: Under the supervision of the Vice-President of Volunteers, who, with a committee, will make reasonable attempts to contact all members and parents involved to communicate activities of the S.B.B. This is to be done far enough in advance of each activity as to ensure a good response. Shall, with their committee, use follow-up calls to help ensure a good turnout at meetings. Shall work closely with the Director, President, and members of the board.
 4. Equipment and Transportation Committee: Under the supervision of the Equipment Coordinator, shall be in charge of or coordinates who are transporting and loading uniforms, accessories, and specialized equipment in the S.B.B., trailers/trucks/etc. Specialized equipment shall include: plumes, flags, hats, school banners, hospitality, and chaperone equipment. Shall keep a roster of the Band

and Color Guard and use the same to check uniforms, accessories, and equipment in after each event. Shall maintain the trailer/truck/etc., and other equipment in good working condition.

5. Alumni Committee: Shall communicate to alumni of all instrumental music and guard activities of the instrumental music program at Sultana High School. The Alumni Chairman shall be responsible for coordinating homecoming and involving alumni in the S.B.B., to include both moral and financial support to the students enrolled in these programs at Sultana High School.
6. Publicity Committee: Under the supervision of the Secretary, shall keep records of all events and activities of the organization. Shall gather all publicity such as newspaper clippings, pictures, etc., and maintain a physical or digital scrapbook to record these events in chronological order and display it at various meetings. Shall help to maintain the website. Shall be responsible for school/committee awareness and for compiling and mailing a monthly newsletter to members, parents, students, and alumni.
7. Elections Committee: Under the Elections chairman, shall be in charge of all aspects of the nomination process, including but not limited to: confirming with all non-present nominees that they accept their nomination; and supplying and counting ballots. This person(s) must not be running for any positions for that nomination year.

Article V INSTRUMENTAL MUSIC DIRECTOR

- A. The Instrumental Music Director is responsible for the functioning of the Instrumental Music Department, and is the final authority on all matters concerning its operation. The Instrumental Music Director shall be an ex-officio member of all committees.

Article VI BOARD OF DIRECTORS

- A. The Board of Directors are defined in the By-Laws, Article III, Section A.
- B. The Executive Board is defined in the By-Laws, Article III, Section B.
- C. Student representatives from the Band Council who hold the Band Representative, Color Guard Representative, Percussion Representative, Vice-President, and President positions shall be invited to attend all general and board meetings in order to report to the students the activities of their parents' organization. They, in turn report to the S.B.B., the activities of the students as non-voting student liaisons. These students shall not be included in any voting.
- D. When the responsibility of an office is shared by two people, the office shall have one (1) vote.
- E. The Board of Directors shall conduct such business as is necessary to implement and expedite the actions of the organization.
- F. Chairmen of all committees shall attend all general and board meetings.
- G. In the event that an elected officer is temporarily unavailable to perform the designated duties of the elected office, the Board of Directors shall appoint a temporary replacement by a majority vote at any board meeting by all members.

Article VII MEETINGS

- A. General meetings shall be open to all members of the S.B.B., instructors, and students of the Instrumental Music Department and Color Guard.
- B. General meetings of the S.B.B., shall be held on a consistent and monthly basis on the date and time established by the incoming Board of Directors, in the Band or Choir Room throughout the calendar year. It shall be the duty of the President to publicize the time and place of the Board meeting.
- C. Emergency meetings of the Board of Directors or Executive Board may be called by the President, Director, or any two board members, for items that need to be addressed within the next twenty-four (24) hours. Each member of the Board of Directors or Executive Board will be, upon notification, provided with a designated time and place where the meeting will be held. Decisions to spend money exceeding \$400 will not be permitted at emergency meetings.
- D. Special meetings of the Board of Directors or Executive Board may be called by the President, Director, or any two board members, provided at least a 48-hour notice is given to each member of the Board of Directors or Executive Board and a time and place is designated.
- E. A majority of the Executive Board and any additional members of the Board of Directors shall constitute a quorum for the transaction of business. Voting at meetings shall be in person and there shall be no proxies. The measures shall be carried by simple majority.
- F. Any time Booster members are on campus for meetings, fundraisers, and/or any events, we need to have a Facilities Use form completed and turned into the A.S.B., prior to the event, and with enough time for those forms to be processed.

Article VIII FISCAL YEAR

- A. This organization shall be on a fiscal year beginning June 1st and ending May 31st annually.
- B. Liability insurance for the SBB is required by law and insurance is to be renewed annually prior to August. Cost of this insurance is to be automatically included in the yearly "Operating Costs" within the budget.
- C. The IRS Form 990N is to be filed by October 1st each year.

- D. The FTB Form 5834 is to be filed by October 1st each year. All Federal and State tax forms need to be filed annually by October 1st, as appropriate, and with the appropriate fees.
- E. The State Tax 199N Form is to be filed by October 1st each year.

Article IX FUNDS AND PROPERTY

- A. A budget shall be prepared in April, after elections of the new board members, whereas the new Board shall meet to discuss the budget with the assistance of the old Board, for the new Board to create the new fiscal budget to meet the new fiscal year's obligations. This budget will be voted on at the next general meeting in May.
- B. A detailed inventory of all equipment and property owned by the S.B.B., shall be prepared in June by two members appointed by the President of the S.B.B.
- C. Expenditures: Funds for items set forth in the Annual Budget may be expended and reimbursed without further action up to the budgeted amount. Expenditures of funds of non-budgeted items, but not to exceed two-hundred dollars (\$200.00), require approval of a majority vote of a Board of Directors. A simple majority of the members present at a general meeting shall approve or disapprove non-budgeted expenditures in excess of two-hundred (\$200.00) dollars. A two-hundred dollar operational fund shall be established for the Director.
- D. Reimbursement: Any and all expenditures made by boosters and submitted for reimbursement must be on the approved S.B.B. request form and included in the minutes to the Board of Directors for approval prior to purchases being made. Expenses incurred prior to Board approval will require Board approval of a majority vote in order to be compensated. Expense proposals will include all details of cost, merchant selections, volume, and purpose. Reimbursements may not be given without original receipts.
- E. Authorized Signatures: It is required to have a minimum of four signers. 3 of these signers must be executive board members. Additional signers may be general S.B.B. members. Two signatures are required on all checks of the S.B.B. Only an authorized signator, with approval of the Board, may sign for the withdrawal of funds. The bank does not require two signatures.
 - 1. General Account: President, First Vice-President of Volunteers, Second Vice President of Fundraising, Treasurer, and Secretary shall be authorized signers.
 - 2. Additional Booster members who do not hold the elected positions, may be eligible to be a signator on the S.B.B. account, as long as they have been approved by a majority vote of the Executive Board.
- F. The Vice-President of Fundraising and other approved signators, may each be issued an ATM card with their name printed on it for use on Board-approved purchases. These ATM cards shall be replaced yearly or as needed.
- G. Disposition of Funds and Property on Dissolution: In the event of dissolution of the organization, the net assets of proceeds shall be contributed to the A.S.B., to be used for the Instrumental Music Department of Sultana High School.
- H. Deposits: Approved and verified accounting sheets with a minimum of two (2) signators are required for all cash deposits and all cash and check deposits are to be made in a timely manner.
- I. Withdrawals: Only authorized SBB members can withdraw money from the Booster accounts. All withdrawals are required to be approved by the Board prior to the withdrawal of the funds.
- J. PayPal Accounts: Any authorized signators, who have access to the Booster account should have access to the PayPal Account. Money should be transferred from the PayPal account to the Booster account at least once a month.

ARTICLE X AMENDMENTS

- A. A copy of these By-Laws shall be available to each member of the S.B.B.
- B. These By-Laws may be amended or repealed at any general meeting by the majority vote of the members present, provided that a written copy of proposed amendments is available to all members at least three (3) days prior to said meeting.
- C. By-Laws Revision: A By-Laws Revision Committee, consisting of a Chairman and at least four (4) other members appointed by the President, shall meet in February to revise these By-Laws as necessary. The revised By-Laws shall be presented at the March meeting, whereupon any additional revisions will be considered.
- D. Original Articles of the Organization and Amendments of these By-Laws and all other official documents pertaining to the S.B.B., shall be maintained for safekeeping at Sultana High School.
- E. For the purposes of these By-Laws:
 - 1. An "Amendment" is a change to the By-Laws, made pursuant to Article X, Section B, which upon passage takes immediate effect, and which is appended to the existing By-Laws.
 - 2. "Revision" incorporates such amendments as may have been approved during the year into the body of the By-Laws, with other such changes as may be appropriate pursuant to Article X, Section C.

Amendments to the Sultana Band Booster By-Laws, revised April 5, 2016.

Article II, Section E - If any Board members are related by blood or marriage, only one of the members will be allowed to be on the bank account or to countersign checks.

Article III, Section F4 – Treasurer: Shall receive all monies owed or donated to S.B.B., pay all duly approved debts, and keep an accurate account of all transactions and give a monthly report at all board and general meetings. The Treasurer shall give a semi-annual fiscal and monthly report as called for and shall present the books for a review in July by an outside entity.

Article X, Section E – For the purposes of these bylaws:

1. An “Amendment” is a change to the By-Laws, made pursuant to Article X, Section B, which upon passage takes immediate effect, and which is appended to the existing By-Laws.
2. “Revision” incorporates such amendments as may have been approved during the year into the body of the By-Laws, with other such changes as may be appropriate pursuant to Article X, Section C.

Amendments to Sultana Band Booster By-Laws, revised Tuesday, March 6th, 2018

1. Article III:
 - a. D: Removal of Officer- Add “If an Executive Officer misses three consecutive meetings, he or she may be removed from office.”
 - b. F: Duties of officers- change July to June.
 - c. F2: First Vice-President of Volunteers - Change “Shall” to “May” in “Shall be a designated signer for checks drafted by S.B.B.”
 - d. F3: Second Vice-President of Fundraising - Change “Shall” to “May” in “Shall be a designated signer for checks drafted by S.B.B.”
 - e. F4:Treasurer - Removing “by an outside entity”. Add “An outside entity shall be used for this review if the S.B.B. income exceeds \$500,000.”
 - f. F5:Secretary - Remove “Shall be the chairman of the Publicity Committee. Change “Shall” to “May” in “Shall be a designated signer for checks drafted by S.B.B.”
2. Article IV:
 - a. B: Committees - change July to June
3. Article VII:
 - a. C: Add “Decisions to spend money exceeding \$400 will not be permitted at emergency meetings.”
4. Article IX:
 - a. B: Change “May” to “June”
 - b. E: Authorized Signatures - Add “It is required to have a minimum of four signers. 3 of these signers must be executive board members. Additional signers may be general S.B.B. members.”
 - c. F: Change “shall” to “may”