

Bylaws
of
Pitman High Band Boosters, Inc.
(A Non-Profit Corporation)

Article I: Name and Location

Section 1. The name of the organization shall be **Pitman High School Band Booster, Inc.** and referred to in these by-laws as the "Organization".

Section 2. The Organization is located at **Pitman High School**, 2525 W. Christoffersen Pkwy., Turlock, CA 95382. The mailing address for the Organization is P.O. Box 2527, Turlock, CA 95381.

Article II: Purpose and Policy

Section 1. Purpose. This Organization organized exclusively for charitable, literary, and educational purposes as defined in Section 501(c) (3) of the Internal Revenue Code. The purpose of the Organization includes accepting, raising, and disbursing funds to assist the band program in compliance with legal authority or school district policy and in accord with the Band Director. The Organization will promote and stimulate musical education within the community, stimulate a spirit of fellowship and cooperation among the membership of the Organization, and provide volunteers for educational and extracurricular activities that will contribute to the public education of the students.

Section 2. Policy. The Organization shall be self-governing, self-supporting, non-commercial and non-sectarian, nonprofit and nonpartisan, and shall cooperate with, support and uphold the decisions of the school administration. The Organization shall in no way control, direct, or set policy as to the curriculum of the band department and cooperate, support, and uphold the decisions of the school administration. The Band Director will be the final decision maker regarding all matters pertaining to the band program of the school.

Section 3. Nondiscrimination. The Organization shall be free from discrimination against any person on the basis of sex, race, color, religion, ancestry, age, national origin, ethnicity, marital or parental status, physical or mental disability, medical condition, sexual orientation, genetic information, gender, gender identity, gender expression, or the perception of one or more of such characteristics, covered veteran status, or any other protected status. The Executive Board shall promote programs, which ensure that discriminatory practices are eliminated in all Organization activities.

Section 4. Conflict of Interest. No part of the net earnings of the Organization shall inure to the benefit of any Director of the Organization, officer of the Organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Organization affecting one or more of its purposes); and no director, officer, or private individual shall be entitled to share in the distribution of any of the organization assets on the dissolution of the Organization. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

Article III: Membership

Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a student or students who participates in the **Pitman High School** Band Program and will uphold the policies of this organization and agree to its Bylaws. Membership is also open to community members and alumni or alumna who supports the purposes of the Pitman High School Band Program and will uphold the policies of this organization and agree to its Bylaws.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to all rights and privileges of membership.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time during the current school year.

Section 4. Dues. Annual dues shall be assessed prior to the next fiscal year in such amounts as determined by a quorum at the July executive board meeting. Dues shall be payable at the time of enrollment or renewal.

Section 5. Fiscal Year. For membership purposes, the fiscal year will be August 1 through July 31. For renewal purposes, August is a grace period and current memberships will not lapse as long as paid by August 31.

Article IV: Executive Board

Section 1. Qualification. Any member in good standing is eligible to serve on the Executive Board.

Section 2. Powers. The Executive Board shall be the governing body of the Organization and shall manage, control, and direct the affairs of the Organization. No officer or member shall act singularly to obligate or encumber the Organization.

Section 3. Compensation. No Officer shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected at the April general meeting and will take office in the next fiscal year. Simple majority of the membership present will elect the officers. The officers of the Organization shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, four (4) Members-at-Large and Parliamentarian. Members-at-Large shall consist of two (2) members from the band, one (1) member from the color guard, and one (1) member from the alumni. The Band Director, or his/her designee, and the Drum Major are ex-officio voting members of the Executive Board. Their respective duties are as follows:

a. **The President shall:**

- Preside at all meetings of the Organization and work directly with the Band Director;
- Resolve problems in the membership;
- Appoint any vacancies with ratification of the Executive Board;
- Call a special meeting of the Executive Board with five (5) days advance notice;

- Regularly meet with the treasurer of the organization to review the Organization’s financial position;
 - Perform any other specific duties as outlined in the bylaws of the Organization.
- b. **The President-Elect shall:**
- Serve as President in the subsequent year;
 - Perform administrative functions delegated by the President;
 - Perform duties of the President in their absence;
 - Perform any other specific duties as outlined in the bylaws of the Organization.
- c. **The Vice President shall:**
- Perform duties in the absence or inability of the President and President-Elect to serve;
 - Perform administrative functions delegated by the President;
 - Perform any other specific duties as outlined in the bylaws of the Organization.
- d. **The Secretary shall:**
- Maintain the official record of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
 - Record minutes at each meeting of the Organization as well as meetings of any Executive Board meetings and provide copies of said minutes at the next scheduled meeting;
 - Provide an electronic version of the minutes for distribution via the website;
 - Maintain the Organization’s official membership roster, email distribution lists and is responsible for all written and electronic communication to members;
 - Conduct and report on all correspondence on behalf of the Organization;
 - Perform any other specific duties as outlined in the bylaws of the Organization.
- e. **The Treasurer shall:**
- Ensure all financial activities are done in compliance with the approved financial procedures as outlined in Article VII;
 - Issue a receipt for all monies received and deposit said amounts within five (5) business days to the Organization’s bank account;
 - Pay any bills presented for payment authorized under the budget. Any expenses not authorized under the budget must be approved by the Executive Board in a timely manner;
 - Present a monthly report and year-end financial report to the Executive Board, Band Director and general membership meetings;
 - Maintain an accurate and detailed account of all monies received and disbursed;
 - Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
 - Present a draft annual budget to the Executive Board for review and approval at the August Board meeting;
 - Maintain the financial records at the end of each fiscal year;
 - Ensure the completion and submission of required filings including but not limited to:
 - Federal Tax Forms to the IRS
 - California Tax Forms to the California Franchise Tax Board
 - Business Entity Annual Report to the California Secretary of State

- Charity Registration Forms to the California Attorney General
- Provide financial records to the auditor approved by the Organization upon request or at the end of the year;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- At the completion of the Treasurer's term, turn over any and all records to the new President;
- Perform any other specific duties as outlined in the bylaws of the Organization.

f. **The Four (4) Members-at-Large shall:**

- Be appointed by the Executive Board to serve in this capacity and will be voting members;
- Assist with ad-hoc duties depending on the needs of the Organization.

g. **The Parliamentarian shall:**

- Be appointed by the President and approved by the Executive Board to ensure adherence of the bylaws of the Organization;
- Assist the President with compliance of Robert's Rules of Order;
- Serve as the chair of Nominating Committee;
- Be responsible for presenting the slate of nominees to the Executive Board in March and to the general membership at the April meeting.

Section 5. Term. Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed. No member who meets the qualifications shall be eligible to serve more than three (3) consecutive terms in the same office.

Section 6. Vacancy. If there is a vacancy in the office of president, the president-elect will become the president. At the next regularly scheduled meeting, a new president-elect will be elected. If there is a vacancy in any other office, members will be appointed by the President to fill the vacancy and ratified by the Executive Board and confirmed by the general membership at the next regular meeting. The President will fill vacancies of any offices of unexpired terms by appointment and ratified by the Executive Board.

Section 7. Board Meetings. The Executive Board shall meet monthly during the school year, or at the discretion of the Executive Board. Board meetings shall be held at a central location, but Board members who are not present in person shall have the right to participate by teleconference, subject to any limitations established in rules adopted by the Board to govern such participation. In between scheduled meetings voting may be conducted by electronic communication, subject to notice and record.

Section 8. Quorum. A quorum of the Executive Board shall consist of half the number of board members plus one for the transaction of business at any meeting of the Board; but if less than a quorum of the Board is present at said meeting, a majority of those present may adjourn the meeting without further notice. In the event that there are vacant positions on the board, a quorum shall consist of half the number of board members plus one for the continuation of business at any meeting of the Board.

Section 9. Proxy. No Absentee or Proxy voting allowed.

Article V: Meetings

Section 1. General Meetings. Quarterly general meetings are to be held during the months of August, November, February, and April with elections held during the month of April. General meetings are open to all.

Section 2. Special Meetings. The President, Band Director, or upon written or oral request from a board member may call a special meeting with at least five (5) days' notice for an executive board meeting. Five (5) general members, upon written request provided to the President, with ten (10) days' notice may call for a special general meeting.

Section 3. Electronic Meetings. Meetings of the Board shall be held in person, except that some particular meeting or meetings shall be conducted via teleconference (a) when the President or President-Elect has obtained written consent for this from every Board member, or (b) when ordered by the Board, by a two-thirds vote with previous notice of a motion to do so having been given. Teleconference meetings of the Board shall be subject to all rules adopted by the Board, to govern such meetings, which may include any reasonable limitations on, and requirements for, Board members' participation, and which shall specify how motions may be submitted in writing via the Internet. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Board. At teleconference meetings, any ballot votes required under the rules or ordered by the Board shall be conducted electronically, using an Internet service that supports anonymous voting.

Section 4. Voting. Each qualified member, as described in Article III, Section 2 of these Bylaws, shall have the right to cast one vote on any matter at any particular general meeting. The decision of a majority of the voting members present at a meeting will be binding on the Organization.

Section 5. Electronic Communication. Email shall be used to expedite business, relay information or be used for announcements. In the event that there may be business that needs to be expedited prior to the next regularly scheduled meeting, those items may be emailed to the Board members. An effort should be made to contact all Board members. Discussions shall be limited to regular, special or electronic meetings and decisions may not exceed \$1,000.00. A consensus serving as majority is needed for approval. All electronic decisions will be noticed and recorded.

Section 6. Proxy. No Absentee or Proxy voting allowed.

Article VI: Elections

Section 1. Nominations. Individuals being nominated by another person must accept the nomination for it to be valid. The Nomination Committee will present the slate of nominees to the Executive Board for approval at the meeting prior to the April General Meeting. Nominations may be accepted from the floor at the April general meeting. A ballot vote shall be taken.

Section 2. Elections. The slate shall include President-Elect, Vice President, Secretary, and Treasurer. Current President-Elect assumes position of the President. Newly elected Officers shall assume their duties July 1.

Section 3. Eligibility. Any member in good standing prior to the April general meeting is eligible to run for a position.

Section 4. Terms of Office. Selected Officers serve for a one (1) year term and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of President, President-Elect will become the President. At the next regularly scheduled quarterly meeting, a new President-Elect will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. Officers may be removed from office with cause by a majority vote of those present at a regular or special meeting where previous notice has been given.

Article VII: Financial Policies

Section 1. Fiscal Year. The fiscal year of this Organization shall be July 1 to June 30.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings. All funds shall be kept in a checking account in the name of **Pitman High School Band Boosters, Inc.**, requiring two signatures of the Executive Board. Authorizing signatures shall be the President, President-Elect, Vice President, and/or Treasurer. Additional accounts may be operated if approved by the Executive Board.

Section 3. Reporting. All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4. Fiscal Responsibility. Documentation must be provided for each disbursement, which can consist of an invoice, an email, or copies of receipts for reimbursement. The Executive Board shall approve all expenses. No officer shall copy or cause to be copied, distribute or cause to be distributed, any financial record or report to any person without the consent of the Executive Board.

Section 5. Annual Audit. The financial records shall be audited annually. The auditor shall be duly qualified, as evidenced by experience, licensing, etc., appropriately independent, and agreed upon by the Executive Board. The Executive Board shall grant the district the right to audit the group's financial records at any time, either by district personnel or by a certified public accountant.

Section 6. Ending Balance. The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 7. Group Exemption. This nonprofit organization shall qualify as a tax-exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue code and its Regulations as they now exist.

Article VIII: General Provisions

Section 1. Insurance. As required by law, the Organization shall purchase insurance coverage adhering to the district policy. Maintaining a minimum of General Liability coverage, not less than \$1,000,000. Proof of the policy will be given to **Turlock Unified School District** each year.

Section 2. Parliamentary Authority. The authority for this Organization shall be Robert’s Rules of Order and related reference materials will be used in governing the writing of by-laws and conducting meetings.

Article IX: Standing Committees

Section 1. Standing Committees. Standing Committees are those required to function throughout the year. Executive Board Members shall chair the committees. Standing Committees and their primary functions follow.

Section 2. Nominating Committee. The committee will meet to receive nominations for the elected offices of the Organization, prepare a slate of nominees, and a ballot for the election of officers. Three (3) persons in good standing will make up this committee, along with two (2) alternates and established at the November meeting. The Parliamentarian shall chair the committee and name its members as needed.

Section 3. Banquet Committee. This committee is responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. The President or his/her designee shall chair the committee and name its members as needed.

Section 4. Fund Raising Committee. This committee is responsible for developing and managing fund raising projects. The Vice President will chair the committee and name its members as needed.

Section 5. Membership Committee. This committee shall distribute membership information and coordinate the membership drive. The Secretary shall chair the committee and name its members as needed.

Section 6. Preview of Champions Committee. This committee is responsible for organizing and coordinating the planning and implementation of all activities associated with the Preview of Champions Band Review. The President and President-Elect shall chair the committee and name its members as needed.

Section 7. Scholarship Committee. This committee is responsible for coordinating the scholarship application and selection process. The Treasurer shall chair the committee and name its members as needed.

Article X: Auxiliary Positions

Section 1. Appointments. Appointments of auxiliary positions shall be made prior to the August meeting by the President and ratified by the Board at the August Executive Board meeting. These appointments remain in effect until subsequent appointments are made and ratified.

Section 2. Positions. Auxiliary appointed positions shall have the responsibility to assemble and coordinate the volunteers and their work. Auxiliary positions consist of:

- a. Publications- shall include social media, website, photography repository and other communication.
- b. Volunteer Coordinator – shall coordinate volunteers and donations for all band related activities.
- c. Uniforms Coordinator- shall be responsible for fittings, alterations, ordering uniforms, etc.
- d. Transportation Coordinator - shall oversee trailer crew for events, reviews, etc.

- e. Hospitality Coordinator- shall coordinate hospitality events at band camp, band reviews and other appropriate band related activities.
- f. Alumni Coordinator – shall maintain a network of Booster Alumni with current contact information and communicate with Booster Alumni during the year to promote participation, volunteerism, and sponsorship of band activities.

Article XI: Bylaws

Section 1. Bylaws. These Bylaws should be reviewed annually and renewed every three (3) years. Any changes after review and renewal, require adoption at a general meeting with a majority vote of those members present, and must be signed by the President and Secretary. A copy of the Bylaws shall be provided to each Officer upon transfer of the position and be posted on the web.

Section 2. Amendments to the Bylaws. These Bylaws may be altered, amended or repealed and new Bylaws adopted by a quorum of the Executive Board, if such alterations, amendments, or proposed substitute Bylaws have been read and distributed to all Officers present at the previous board meeting. Such action may also be made at a special meeting held at least ten (10) days after the regular meeting at which the reading or distribution was made.

Section 3. Amendments to the Articles of Incorporation. The Officers shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, shall be approved by a quorum of the Officers at a meeting of the Executive Board.

Article XII: Dissolution

In the event of dissolution of the Organization, any funds remaining shall be distributed to **Pitman High School ASB** or **Turlock Unified School District**. The organization may be dissolved with previous notice (minimum 14 calendar days) and a quorum vote of those present at an executive or special board meeting.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the **Pitman High School Band Boosters, Inc.** and these Bylaws constitute the Organization’s Bylaws. These Bylaws duly approved at a meeting of the Executive Board, and adopted at a general meeting held on August 25, 2020.

Dated: 09/20/2021


jaime duran (Sep 20, 2021 13:57 PDT)

 Secretary of the Organization


Kristie Robinson (Sep 20, 2021 13:03 PDT)

 President of the Organization