

TRABUCO HILLS HIGH SCHOOL
INSTRUMENTAL MUSIC BOOSTERS ASSOCIATION
BY-LAWS

ARTICLE I - NAME

The name of the organization shall be “TRABUCO HILLS HIGH SCHOOL INSTRUMENTAL MUSIC BOOSTERS ASSOCIATION” herein after referred to as the TRABUCO HILLS HIGH SCHOOL MUSIC BOOSTERS.

ARTICLE II - PURPOSE

The purpose of the music boosters shall be to promote the Trabuco Hills High School Instrumental Music Program and related group activities by providing financial and moral support deemed appropriate by the Instrumental Music Faculty and the membership of the MUSIC BOOSTERS. Groups so supported include Marching Band, Color Guard, Orchestra, Jazz Band, Wind Ensemble, Winter Guard, Symphonic Band, Drumline and any other instrumental or related music group established at Trabuco Hills High School and herein after referred to as “MUSIC GROUPS.”

ARTICLE III - MEMBERSHIP

Membership in the MUSIC BOOSTERS shall be open to any interested person or legal entity. Parents or guardians of students currently enrolled in the MUSIC GROUPS are automatically members. Only members who have a child or children in the program are eligible to hold office and are eligible to participate in decision-making processes. Additional categories of membership may be established by the MUSIC BOOSTERS.

ARTICLE IV - BOARD OF DIRECTORS

The officers of the MUSIC BOOSTERS will be elected for an annual twelve (12) month term, beginning at the June Booster Meeting and shall consist of a President, Treasurers, Secretary, Vice President of Marching Band, Vice President of Drum Line, Vice President of Color Guard, Vice President of Orchestra, Vice President of Ways and Means, Vice President of Jazz, and Vice President of Bingo.

In addition, the Band Officers shall select two Student Representatives, and the Color Guard Officers shall select one Student Representative. These officers shall make up the BOARD OF DIRECTORS, herein referred to as the “BOARD”. The Instrumental Music Faculty shall serve as Advisor(s) and ex-officio non-voting member(s) of the BOARD.

During its term the BOARD shall be vested with complete authority over all facets of management and operation of the MUSIC BOOSTERS, which authority it may delegate to officers at its sole discretion. This authority shall include all decisions concerning financial matters and expenditures regarding MUSIC BOOSTER activities, including but not limited to, decisions regarding the purchase of music equipment, payment of music coach salaries, fund-raising, transportation and lodging expenses and related activities. No Advisor or member of the MUSIC BOOSTERS, other than a duly authorized officer or the BOARD, is authorized to commit the MUSIC BOOSTERS to financial commitments, contracts or agreements without prior authorization of the BOARD or its authorized officer.

ARTICLE V - ELECTION OF OFFICERS

The Nominating Committee for the following year's slate of officers shall consist of an appointed Chairman and two other members. The Nominating Committee shall be appointed by the BOARD no later than the March General Membership meeting. The Nominating Committee will present its slate of officers, by the April General Membership meeting, at which additional nominations may be accepted. Every attempt should be made to include representatives from each MUSIC GROUP on the slate of officers. The membership shall elect the following year's officers by written ballot on or before the May General Membership meeting. Multiple people can hold the same office if they are all voted in. Outgoing officers shall be responsible for the transfer of their offices on or before the June General Membership meeting.

ARTICLE VI - DUTIES OF OFFICERS

The duties of the elected officers shall be:

PRESIDENT: Shall preside at all General Membership meetings and all BOARD meetings. Shall fill by appointment any vacancies in the BOARD as they may occur, such appointments to be approved by the majority of the remaining members of the BOARD. Shall have the authority to commit the MUSIC BOOSTERS for amounts of up to \$100.00 per month, providing written explanation at the next BOARD meeting. If the President should be unable to complete the term of office, the BOARD shall elect a new President from the existing BOARD to fill the unexpired term.

VICE PRESIDENTS: Shall assist the President as directed for their groups.

SECRETARY: Shall keep a written record of the Proceedings of the Board and General Membership meetings. Shall handle all correspondence as requested by the President and the BOARD.

TREASURERS: Shall be responsible for the handling and accounting of MUSIC BOOSTER funds. Shall prepare an annual budget with the President to be approved by the BOARD by the July Board meeting and presented for membership at the first General Membership meeting each August. Shall advise the BOARD on all financial matters and shall comply with government requirements relative to financial reporting and regulatory filings. Shall administer MUSIC BOOSTERS bank accounts in a responsible manner and make timely deposits and disbursements. Shall prepare and present at each regularly scheduled General meeting a financial summary, in standard account format, showing income, expenses and current balance of all MUSIC BOOSTER accounts.

The Treasurer shall receive all money to be deposited and make three written receipts. One for the people who paid the money, the second copy to be given to the Vice President of their group and the Treasurers will retain the third copy of the receipt. A written report will be given to the President every month showing income and outgoing money, and where the money went.

The Treasurers shall receive the money to be deposited. All checks will be made out to Trabuco Hills High School Music Boosters or T.H.H.S. Music Boosters and not to an individual person, in that way keeping a record of all incoming and outgoing money. MUSIC BOOSTERS will then pay bills after approval in Article X. Any expenses incurred from a check writer from the bank will be charged to the check writer. There will be a charge of \$20.00 on all returned checks.

MEMBERS-AT-LARGE and FRESHMAN PARENTS REPRESENTATIVE: Shall assist the President as directed.

STUDENT REPRESENTATIVES: Shall serve as representatives of student interests, and as liaisons between the MUSIC BOOSTERS and MUSIC GROUPS. Shall assist the President as directed.

VICE PRESIDENT OF WAYS AND MEANS: Shall have a lead role in developing the annual Fundraising Plan, which supports the Program. Chairs the Ways and Means Committee that organizes Booster fundraisers.

ARTICLE VII - STANDING COMMITTEES

The BOARD shall appoint the following named standing committee chairpersons: Public Relations & Grants, Fundraising and Phone Tree, Uniform Coordinator of (Band, Color Guard, Orchestra, Drumline), Truck Driver, Chain Gang, Hospitality, Publicity, Field Equipment, Maintenance, Music Booster Newsletter. Other standing committees may be established and their chairpersons appointed by the BOARD, as the BOARD deems necessary.

ARTICLE VIII - DUTIES OF CHAIRPERSONS

Each so named Chairperson/Manager shall select a committee to fulfill their directed responsibilities, subject to approval by the BOARD. The duties of each shall be:

PHONE TREE: The Phone Tree persons shall contact all members by phone when requested by the President or other member of the Board.

UNIFORM COORDINATOR OF (Band, Color Guard, Orchestra, Drumline): Shall be responsible for all facets of uniform maintenance, fitting, and pre- or post- event preparation. Shall advise the BOARD on related matters, and shall assist the Vice President of Operations as requested.

TRUCK DRIVER: Shall be an adult over 25 years of age. Shall know how to handle the truck correctly. Shall be insured by the MUSIC BOOSTERS insurance policy with a good driving record as insurance will check and approve.

CHAIN GANG: Shall arrange for four to five people to help at each home football game. Shall make a weekly list for the President and the A.S.B. Office.

HOSPITALITY: Shall assist the Vice President of Operations as directed. Shall be in charge of providing refreshments for MUSIC BOOSTERS and student activities when requested by the BOARD.

PUBLIC RELATIONS & GRANTS: Shall be in charge of publicizing all MUSIC GROUPS and MUSIC BOOSTERS events and shall keep a scrapbook of activities. Shall prepare news releases and distribute them appropriately. Shall seek grants and prepare necessary paperwork.

FIELD EQUIPMENT: Shall be in charge of the activities and the crew associated with the placement and removal of "pit" instruments at competitions. Shall arrange for transportation of equipment to off-site performances and shall supervise the loading and unloading of the equipment truck.

MAINTENANCE: Shall maintain equipment in working order. Shall bring to the attention of the BOARD any necessary repairs of school-owned equipment.

MUSIC BOOSTER NEWSLETTER: Shall keep students and parents updated on the past, current and future events of the MUSIC BOOSTERS.

ARTICLE IX – MEETINGS

The General Membership meetings of the MUSIC BOOSTERS will be held monthly at Trabuco Hills High School, unless otherwise indicated, and no fewer than eight (8) times during the school year on the third Tuesday of each month. Any changes will be announced at least seven (7) days in advance. Special meetings may be called by the President, or as requested by the Advisor(s). The BOARD meeting shall be held monthly, or by the call of the BOARD or by the request of the Advisor(s), and always prior to the General Membership meeting. The time and place for the BOARD meeting will be at their discretion. When personal or other sensitive issues are to be discussed, the President may call a closed session of the BOARD, which may be limited to adult BOARD members. General Membership and BOARD meetings shall be conducted according to “Roberts Rules of Order”.

ARTICLE X - FUNDRAISING

All MUSIC GROUPS will be able to participate in all fundraisers of the MUSIC BOOSTERS. No MUSIC GROUP shall hold a fundraiser without the knowledge of the BOARD.

ARTICLE XI - CHAPERONES

Officers, the Director and Chaperones shall meet before and after every event for briefing and outcome. Shall look out for the well being of all students. Can ride the student bus, but siblings who are not in MUSIC GROUPS may not ride the bus without written permission of the Director.

ARTICLE XII - QUORUM

The quorum for the conduct of business at any BOARD meeting will be a simple majority. Any action taken by the BOARD is to be approved by a majority of those present at the meeting. Any action taken at a General Membership meeting would be taken upon a simple majority of those present, except where otherwise specified herein.

There shall be a quorum of votes from all Board members (as defined within) for approval.

All items that are going to be paid by the MUSIC BOOSTERS must be presented to the BOARD for approval of payment before any money is spent. Scholarships may be available and must be approved by the BOARD.

ARTICLE XIII – BUDGET

The fiscal year shall be from July 1 to June 30. Financial records shall be submitted for audit with thirty (30) days after the end of the fiscal year. If an audit is requested by the Saddleback Valley Unified School District, thirty (30) days written notice must be given, and any and all expenses incurred by the MUSIC BOOSTERS shall be paid by the school district.

ARTICLE XIV - ADVISORS

All members of the Trabuco Hills High School Instrumental Music Department Faculty are considered advisors to the MUSIC BOOSTERS. Advisors shall see that the MUSIC BOOSTERS activities are conducted in accordance with the Saddleback Valley Unified School District policies and encourage all members, parents, alumni and faculty to support the MUSIC BOOSTERS by their attendance at meetings and music events.

ARTICLE XV - AMENDMENTS TO BY-LAWS

Additions to or amendments of the By-Laws must be presented in writing to the General Membership one prior to being voted on by the General Membership. Any changes in the By-Laws must have the approval of two-thirds of the membership in attendance at the General Membership meeting in order to become effective.

ARTICLE XVI - LIABILITY

The MUSIC BOOSTERS shall not be liable for any lawsuits to them by any other groups or public person, for injury to a person, loss or broken instruments.

ARTICLE XVII - DISSOLUTION

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code. Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes, which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts. No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

TRABUCO HILLS HIGH SCHOOL INSTRUMENTAL MUSIC BOOSTERS ASSOCIATION
BY-LAWS

Amended: July 8, 1998
Amended: March 7, 2000
Amended: September 2002
Amended: September 2005
Amended: November 2010
Amended: May 2012
Amended: September 2013
Amended: October 2017

President

Secretary