

**DON ANTONIO LUGO HIGH SCHOOL  
BAND BOOSTERS**

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BAND BOOSTERS**

**CONSTITUTION  
AND  
BY LAWS**

**Reviewed/Updated  
November 2007**

**Approved by General Membership**

**Date: November 6, 2007**

**DON ANTONIO LUGO HIGH SCHOOL  
BAND BOOSTERS**

# **CONSTITUTION**

## **ARTICLE I – NAME**

### SECTION 1           NAME

The name of this organization shall be the “DON ANTONIO LUGO HIGH SCHOOL INSTRUMENTAL MUSIC AND COLORGUARD BOOSTERS”, as parents and interested adults, herein known as “Don Lugo Band Boosters.”

## **ARTICLE II – PURPOSES AND OBJECTIVES**

### SECTION 1           PURPOSE

The purpose of DAL Band Boosters is to provide financial and emotional support to the instrumental music and colorguard students. Hereafter, they shall be referred to as “Students”.

### SECTION 2           OBJECTIVES

The objective of DON LUGO BAND BOOSTERS is to enrich the music and colorguard experience beyond the basic classroom curriculum and to enhance the relationship between Students, teachers, parents, and community.

### SECTION 3           COMPLIANCE

DON LUGO BAND BOOSTERS shall not interfere with the purpose of the Don Antonio Lugo High School and/or Chino Valley Unified School District. Further, DON LUGO BAND BOOSTERS shall not interfere with the goals and objectives of the Instrumental Music Director and/or Colorguard Director(s) of Don Antonio Lugo High School. DON LUGO BAND BOOSTERS actions will be in compliance with school and district policies, per Article AR 1230(a,b,c) and BP 1230.

## **ARTICLE III – AFFILIATION**

### SECTION 1           AFFILIATION

DON LUGO BAND BOOSTERS shall be non-sectarian, non-profit, non-commercial, and non-partisan.

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# **BYLAWS**

## **ARTICLE I– GOVERNMENT**

### **SECTION 1 GOVERNMENT**

The government of DON LUGO BAND BOOSTERS shall be vested in an Executive Board consisting of a President, Vice President, Secretary, Treasurer, Member at Large and a Colorguard Representative and shall be governed by the DON LUGO BAND BOOSTERS Operating Guidelines (see attached document).

#### **SECTION 1.1 DIRECTOR’S ROLE**

The role of the Band and Colorguard Director(s) shall be as an advisor to the Executive Board. The Band Director and/or Colorguard Director shall be non-voting members of DON LUGO BAND BOOSTERS.

### **SECTION 2 EXECUTIVE BOARD**

The Executive Board of DON LUGO BAND BOOSTERS shall be elected as prescribed by the bylaws herein, and shall hold office for a period of one year.

The Executive Board shall have control of all properties and management of DON LUGO BAND BOOSTERS, subject to the will of the membership.

Vacancies on the Executive Board shall be filled by special election for the remainder of the term.

If the office of the President is vacated, the Vice President will automatically fill the office.

The President will lead the Executive Board meetings and will vote on issues in the event of a tie.

### **SECTION 3 ARTICLES OF ASSOCIATION**

- a. The organization is organized exclusively for charitable, religious, educational and /or scientific purposes under section 501 ©3 of the Internal Revenue Code.
- b. No part of the net earning of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation,

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and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 ©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**SECTION 4            BUDGET**

The budget shall serve as a tool and guide for the Executive Board and general membership.

The President and Treasurer have the primary responsibility to prepare the budget.

The Executive Board will review and suggest changes to the budget.

The Band Director and /or Color Guard Director will advise the Treasurer on the program's anticipated expenses.

The Executive Board must prepare and submit a budget for approval by the general membership no later than the July general meeting, as per Article AR 1230(b).

The Executive Board elect may start working on the budget in conjunction with the current Executive Board immediately.

**ARTICLE II – ELECTION OF OFFICERS**

**SECTION 1            NOMINATION/ELECTION PROCEDURES**

Nominations shall be taken from the floor at the April general membership meeting. Elections will take place at the May general membership meeting.

NOTE: The Colorguard Representative will be nominated and voted on after the colorguard auditions are completed.

To be eligible for nomination a booster must have been a paid member and attended a minimum of three (3) general membership meetings during the current fiscal year.

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To be eligible for the positions of President or Treasurer a booster must have been an active paid member and attended a minimum of six (6) general membership meetings during the current fiscal year.

**SECTION 2            TERM OF OFFICE**

Newly elected officers shall take office at the July general membership meeting and remain in office until the following July.

All pertinent information and supplies for the officers will be exchanged at the conclusion of the June general membership meeting.

Treasurer material, books, and financial information will be exchanged at the end of the fiscal year (June 30).

**SECTION 3            SUCCESSIVE TERMS**

Under normal circumstances, no member shall hold any one office for more than two consecutive years on the Executive Board.

**ARTICLE III – DUTIES OF OFFICERS**

**SECTION 1            PRESIDENT**

The President shall conduct business and provide leadership in accordance with the purposes and objectives of the organization.

The President shall preside at all scheduled meetings of the membership and the Executive Board of the organization.

The President, with the approval of the board, has the responsibility to appoint Chairpersons as needed.

The President has the responsibility to receive timely reports from appointed Chairpersons

The President will select an auditor to review the DON LUGO BAND BOOSTERS books and present the finished audit at the September general membership meeting.

The President, with the assistance of the Vice President, is responsible for keeping a complete inventory of all band/colorguard equipment (and its location) purchased or acquired by the Band Boosters.

**SECTION 2            VICE PRESIDENT**

The Vice President shall conduct business and provide leadership in accordance with the purposes and objectives of the organization.

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In the event of the resignation of the President, the Vice President shall assume the duties of that position.

The office of Vice President shall be filled by special election.

**SECTION 3            SECRETARY**

The Secretary shall conduct business and provide leadership in accordance with the purposes and objectives of the organization.

The Secretary shall record and maintain separate minutes of all Executive Board and general membership meetings. Minutes of previous meetings will be typed and available at the following meeting for review.

The Secretary shall prepare and maintain any required booster club correspondence.

**SECTION 4            TREASURER**

The Treasurer shall conduct business and provide leadership in accordance with the purposes and objectives of the organization.

See Article II "Purposes and Objectives" of the Constitution.

The Treasurer is responsible for the receipt and disbursement of all the organization's funds.

The treasurer will make available to the responsible chairperson a cash box the day prior to the start of the event. On a day-to-day basis, the cash box shall have adequate change to last the duration of that day.

The chairperson will return to the treasurer the cash box and all receipt detail at the close of an event or on the following day, at a time convenient to both.

The detail will have been counted by the chairperson or their designee and verified by a second adult working the event.

The Treasurer is responsible for maintaining the organization's bank account(s) and preparing a financial report on a format agreed upon by the Executive Board for each monthly Executive Board meeting. This report will be presented at the general membership meeting.

The Treasurer will maintain the organization's cash box with no more that \$250.00 worth of change to be used in fund raising events.

**SECTION 5            MEMBER(S) AT LARGE**

The Member(s) at Large will be elected from the general membership: It is recommended that the Member(s) at Large be selected from the group representing an underclassman (freshman or sophomore).

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The Member(s) at Large are to provide support for the Executive Board members.

The Member(s) at Large is responsible for assisting with Executive Board member's duties in case of temporary absence of another Board position.

Note: It is recommended that an additional election for the Member(s) at Large be held either during the general election in May or if unfilled, at a special election during the September general membership meeting.

The Member(s) at Large is responsible for the collection of membership dues, issuance of membership cards, and compilation of a roster.

In the event of a head count vote, the Member(s) at Large will verify roster membership.

The Member(s) at Large will assist the President in keeping a complete inventory of all band/colorguard equipment (and its location) purchased or acquired by the Band Boosters.

The Member(s) at Large is responsible for communicating and reporting to the President or Vice President in a timely manner.

**SECTION 6            COLORGUARD REPRESENTATIVE**

A parent of a Colorguard student will be elected to represent the Colorguard on the Executive Board.

The representative will serve as a liaison with Director(s), Colorguard Instructors and Parents.

Responsible for coordinating Colorguard / Winterguard events with crew; facilitate pre-approved costumes, uniforms, and equipment acquisition and distribution; scheduling and chairing Colorguard / Winterguard parent meetings.

The Colorguard Representative is responsible for communicating and reporting to the President or Vice President in a timely manner.

**ARTICLE IV – UNSCHEDULED TERMINATION OF OFFICERS**

**SECTION 1            RESIGNATION**

Any elected officer may resign.

Any elected officer may be asked to resign by three (3) or more members of the Executive Board. Such a request is not a mandate for resignation.

**SECTION 2            RECALL**

Any elected officer may be subject to a recall.

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Any elected officer who has missed three (3) consecutive meetings may be subject to a recall.

Proceedings to recall may come from the Executive Board or the general membership. Intent to recall shall be made public at a general membership meeting with a recall vote is taken at the following general membership meeting.

Recall requires a two-thirds (2/3) majority vote of the general membership present at the meeting.

**ARTICLE V – MEMBERSHIP**

**SECTION 1            QUALIFIED MEMBERS**

Parents/Guardians of Students, the Band Council representative, other interested adults, and graduates of the Band program qualify as members of the organization.

**SECTION 2            AUTHORIZATION TO VOTE**

Only those members who have paid yearly dues will be authorized to vote on matters concerning the functions of the organization.

**SECTION 2.1         AUTHORIZATION TO MAKE A MOTION**

Only voting members will be authorized to make a motion or a second for a vote on matters concerning the functions of the organization.

**SECTION 3            AUTHORIZATION TO REVIEW RECORDS**

Any card-carrying member will be authorized to review all records of the organization. After receipt of a written request for review of records, the opportunity for review will be arranged at the earliest reasonable and agreed upon time.

**SECTION 4            DUES**

Annual dues for membership to the organization will be collected beginning with each new fiscal year.

All dues collection will be 100% applied to the student's fair share accounts. The annual membership dues are \$10.00.

Alumni and/or other interested adult that chooses to support this organization may designate where the account to which their membership dues are credited. When the above mentioned non parent/guardian adults choose to support this organization through fundraising events and/or scrip purchase they may select the account to which this profit is credited. If no specific account is named funds will go into the general account for normal distribution as deemed necessary by the board.

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**ARTICLE VI – MEETINGS**

**SECTION 1           GENERAL MEMBERSHIP**

Regular meeting of the membership shall be held the first Tuesday of each month at 7:00 p.m. on the Don Lugo Campus, school schedule permitting and governed by Robert's Rules of Order.

The Band Director and/or Colorguard Director shall be non-voting members of the general membership.

**SECTION 2           EXECUTIVE BOARD**

Meetings of the Executive Board shall be held monthly prior to the general membership meeting.

Meetings of the Executive Board shall be open to all members. Only Executive Board members will be authorized to speak and vote on matters during the Executive Board meetings. General members may address the Executive Board if prior arrangements are made.

**SECTION 3           QUORUM**

At any meeting of the Executive Board, three (3) or more elected members shall constitute a quorum.

At any general membership meeting, five (5) or more members shall constitute a quorum, Executive Board members excluded.

There must be a minimum of three (3) Executive Board members at all general membership meetings.

**SECTION 4           COMMITTEE MEETINGS**

Committee members may call committee meetings at any time.

Attendance at other meetings is open to all members of the organization.

Committee Chairpersons are responsible for communication and reporting to appropriate Coordinator.

**ARTICLE VII – MONEY (RECEIPTS/PAYMENTS)**

**SECTION 1           MONEY EARNED**

All monies earned and received by DON LUGO BAND BOOSTERS shall be used to benefit the instrumental music and/or colorguard program.

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**SECTION 2            EXPENDITURES**

With the exception of the Scrip program, checks written against the account(s) of the DON LUGO BAND BOOSTERS shall be issued by joint signature of any two (2) voting members of the Executive Board.

The Scrip Treasurer and one other authorized check-signer must sign scrip checks.

The appropriate Executive Board member must approve all electronic purchases.

Two (2) members of the same family shall not be on the bank signature card simultaneously.

The Executive Board of DON LUGO BAND BOOSTERS can approve monthly expenditures of \$250.00 or less.

All Expenditures over \$500.00 must have prior approval of the general membership of DON LUGO BAND BOOSTERS. Emergency vote may be held through email if necessary.

All over night trips must be handled and approved through the ASB office, per Article CVUSD Policy, AR 1230 (a,b,c)

The Band Director shall have a monthly operating expense account of up to \$500.00, funds permitting, on a pre-approved basis from the general membership.

The Band Director may not use his monthly operating expense on an expenditure voted and declined by the membership.

The Band Director may not make any non-approved invoices in the name of the Don Lugo Band Boosters or in the name of Don Antonio Lugo High School, per CVUSD Policy, AR 1230 (a,b,c).

All claims for reimbursements (\$100.00 or less) shall be paid without the approval of the general membership.

All claims for reimbursements for any approved expenses must be paid by check to the individuals submitting the claims. If the individuals want the monies applied to a student's account, the checks can be signed over to the Band Boosters.

The Treasurer will credit accounts in a timely manner. This will provide a more accurate means of accounting for individual events.

Any hired personnel shall have a signed contract listing the job description, approximate hours and job expectations, signed by the Band Director and the President of the Executive Board. Signed contracts will be submitted to the CVUSD Board of Education for approval (per Article AR 1230C).

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This organizations Board will negotiate all personnel contracts and are the only authorized persons to speak on behalf of the board.

The agreed upon dollar amount of the contract is a net figure, any taxes/fees removed by the school district are the responsibility of the contractor.

Over night field trips:

Boosters have no financial responsibility for school overnight field trips, including but not limited to bus transportation.

Any free trips given by the Travel Agency, aside from the Band Directors, will be used to lower the cost to paying chaperones (distributed evenly).

If, in the case that a free trip is not given to the Band Director, the DON LUGO BAND BOOSTERS will pay the cost of the travel package.

Per CVUSD Policy – All overnight trips are to begin and end at the school campus.

All Non-Don Lugo Band Booster fundraiser events are to be handled through ASB, with funds going into student's ASB accounts.

**SECTION 3            FAIRSHARE**

Each student is responsible for their fairshare of the expenses each season in which they participate. Fairshare guidelines are broken down in the student handbook that is distributed at the beginning of each school year.

Siblings Discount: First student in family is full price, any student thereafter is half of the regular fairshare price.

Financial hardships and assistance can be discussed with any member of the Executive Board. As a general rule hardship, funds will not exceed the matching funds of the student's contribution to their fairshare account. All hardship requests shall be reviewed and voted upon by the Executive Board.

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**SECTION 4            FAIRSHARE EXPLANATIONS**

All Students "Fairshare Accounts" will be closed the Monday before graduation. This will provide every opportunity to get accounts current and pay all bills before the end of the school year. At this point, any positive balances will be transferred to the next year's account, if applicable.

Current year's fairshare must be paid in full before monies will be applied to the next years fairshare or trip accounts.

Fund raising opportunities will be at the direction of the Executive Board during this timeframe.

Each year's membership drive payments will be directly credited to the Student's account at 100% of the membership funds raised.

Once the current year's financial obligations have been met, the Student's parent may apply 100% of any subsequent Scrip or individual fundraiser profit to any Band account.

In those instances where a student leaves the program prior to the conclusion of a season, any fairshare refund shall be prorated at the Executive Board's direction.

**ARTICLE VIII – COMMITTEES**

**SECTION 1            Committees**

These Chairpersons are responsible for maintaining communication, assisting and obtaining reports from Committee Chairpersons.

**"North" Committee:**

**Food:**

- Coordinate a meal or snack for the kids during competitions

**Video/Photography:**

- Take pictures and video of band and guard members at events.

**Website:**

- Maintain donlugobandboosters.com web site

**Scholarship Committee:**

- Distribution of applications: Chairperson will recruit five booster parents of non-senior students.

**Bingo**

- Arrange for quarterly bingo fundraisers

**"East" Committee**

**End of Band Camp Dinner**

- Coordinate arrangements for the meal.

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**Apparel Chairperson**

- Coordinate with Treasurer, Colorguard Representative and Band Director the ordering of beginning of season apparel

**Uniform Chairperson - Band**

- Ensure Uniform contracts are completed and signed before distribution of uniform
- Check in and inspect uniforms when season is over. List uniform numbers that need replacement or repair.

**Concert Festival**

- Responsible for the Snack Bar

**Stadium Set-up (Home Football Games)**

- Responsible for set-up and take down of stadium seat covers and roping.

**“South” Committee**

**Equipment Transportation**

- Ensure that there are sufficient vehicles and parent volunteers to transport equipment to and from events.

**Publicity Chairperson:**

- Submit monthly articles and pictures to the local newspaper, school announcements, and website to share information on band performances, results and events (i.e. fundraisers).

**Water / Ice Purchase & Transport**

- Ensure water jugs are clean and filled for parades, football games and field shows and brought along in wagon.

**Parade / Field Show:**

- Double check to make sure First Aid and garment bags are brought on trips
- Ensure shoes and uniforms are complete (glove, tabs) and clean on parade route

**“West” Committee**

**Fundraising Committee:**

- Coordinate the fundraising activities through out the school year.

**Dinner Night Chairperson:**

- Arrange dinner night monthly with local restaurants.

**Fireworks Chairperson**

- Work with fireworks representative on set up.

**Uniform - Color Guard Chairperson:**

- Ensure Uniform contracts are completed and signed before distribution of uniform
- Check in and inspect uniforms when season is over. List uniform numbers that need replacement or repair.

**Holiday Booth – Chino Youth Event**

- Responsible for the Snack Bar

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**ARTICLE IX – STANDING RULES**

**SECTION 1            RULES OF ORDER**

Robert’s Rules of Order shall govern the proceedings of all meetings. Copies of Robert’s Rules of Order are available to all members and will be present at all meetings.

**SECTION 2            AMENDMENTS**

Proposed amendments shall be publicized one general membership meeting prior to the general membership meeting at which they are to be voted upon.

**SECTION 3            DOCUMENT AVAILABILITY**

Copies of the DON LUGO BAND BOOSTERS Constitution and Bylaws are available to all members and will be present at all meetings.

Copies of the DON LUGO BAND BOOSTERS Operational Guidelines are available to all members and will be present at all meetings.

Copies of the CVUSD Articles pertaining to Community Relations, School-Connected organizations are available to all members and will be present at all meetings.

**ARTICLE X – GRIEVANCES**

**SECTION 1            GRIEVANCE PROCEDURES**

Individual issues (excluding curriculum issues) should be brought to the attention of the Executive Board and every effort will be made to resolve the issue.

If no resolution is met the issue will be placed on the general membership meeting agenda.

**SECTION 2            GRIEVANCE FOLLOW-UP**

If the issue in question involves the “financial and emotional support of the instrumental Music and colorguard students” it will remain confidential. All other issues may be reported on at the subsequent general membership meeting.

Attachments:

CVUSD Policy, AR 1230 (a,b,c), BP 1230; Community Relations, School–Connected Organizations,