



**DON ANTONIO LUGO HIGH SCHOOL
BAND BOOSTERS
CONSTITUTION
AND
BY LAWS**

Reviewed/Updated - November 29, 2011

Approved by General Membership

Date: December 6, 2011

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.

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(s) at Large and a Colorguard Representative and shall be governed by Robert’s Rules of Order.

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

2.1 Prerequisite for being considered for an executive board position agree to and sign the Don Lugo Band Boosters Master Agreement (see addendum 1.1)

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 only 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 (c) 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, 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 (c) 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 Band Director will have the primary responsibility to prepare the budget. The President and Treasurer will review and suggest changes to the budget. The Executive Board must prepare and submit a budget for approval by the general membership no later than the August general meeting, *as per Article AR 1230(b).*

ARTICLE II – ELECTION OF OFFICERS

SECTION 1 NOMINATION/ELECTION PROCEDURES

Nominations shall be taken from the floor at the April general membership meeting. Elections (including write-ins candidates) will take place at the May general membership meeting. Only one family member may be on the board simultaneously. NOTE: The Colorguard Representative will be nominated and voted on after the colorguard auditions are completed. To be eligible for nomination a booster must be a paid member and attended a minimum of three (3) general membership meetings during the current fiscal year. To be eligible for the positions of President or Treasurer a booster must be an active paid member and attended a minimum of six (6) general membership meetings during the current fiscal year. It is recommended that candidates for the offices of President and Treasurer have previous board experience.

SECTION 2 TERM OF OFFICE

Newly elected officers shall observe the current board at the June meetings and take office effective July 1 and remain in office one fiscal year. 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 All officers shall conduct business and provide leadership in accordance with the purposes and objectives of the organization. The president, Vice president, Secretary and Treasurer shall chair one standing committee each determined at the July meeting.

SECTION 1 PRESIDENT

1.1 shall preside at all scheduled meetings of the membership and the Executive Board of the organization. 1.2 with the approval of the board, has the responsibility to appoint Chairpersons. 1.3 has the responsibility to receive timely reports from appointed Chairpersons. 1.4 will select an auditor to review the DON LUGO BAND BOOSTERS books and present the finished audit at the September general membership meeting. 1.5 with the assistance of the Vice President, is responsible for keeping an inventory of booster owned equipment (and its location).

SECTION 2 VICE PRESIDENT

2.1 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. 2.2 shall oversee fundraising activities.

SECTION 3 SECRETARY

3.1 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. 3.2 shall prepare and maintain any required booster club correspondence. 3.3 shall maintain attendance records for monthly meetings

SECTION 4 TREASURER

4.1 is responsible for the receipt and disbursement of all the organization's funds. 4.2 will make available to the chairperson a cash box prior to the start of the event. 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 chairperson will use cash verification forms provided by the treasurer. The detail will have been counted by the chairperson and verified by a second adult working the event at the close of the event. These adults shall not be related. 4.3 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. 4.4 will maintain the organization's cash box with no more that \$250.00 worth of change to be used in fund raising events. 4.5 Students will not handle cash box funds.

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

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 preapproved 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. 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 of \$10 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 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. The annual membership dues are \$10.00. Memberships funds will go into the general account for normal distribution as deemed necessary by the general membership.

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. Segments of the board meeting may be closed for private personnel or financial concerns.

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 minutes 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 colorguard program.

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. 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 \$250.00 must have prior approval of the general membership of DON LUGO BAND

BOOSTERS

SECTION 3 FAIRSHARE DONATION

It is recommended that each family donate 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. **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. 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.

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 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. (on file in the band room / available on-line @ cvusd.k12.ca.us under board policies AR 1230, BP 1230)

Addendums

1.1 Don Lugo Band Boosters Master Agreement (on file in the band room)

Amendments

ARTICLE III - SECTION 7 PERCUSSION REPRESENTATIVE (1/10/12)

A parent of a percussion student will be elected to represent the percussion section on the Executive Board. The representative will serve as a liaison with Director(s), Percussion Instructors and Parents. Responsible for coordinating percussion / Winter Drumline events with crew; facilitate preapproved costumes, uniforms, and equipment acquisition and distribution; scheduling and chairing percussion / Winter Drumline parent meetings. The Percussion Representative is responsible for communicating and reporting to the President or Vice President in a timely manner.