

LODI HIGH BAND BOOSTERS

Constitution and Bylaws

Article I: Name

Section 1: The name of this organization shall be the Lodi High Band Boosters.

Article II: Purpose

Section 1: The specific purpose is to provide financial and material support for the Lodi High Band, to promote the philosophy of public-school music and to support the band director as needed.

Section 2: The general purposes and powers are to have and to exercise all rights and powers conferred on non-profit corporations under the laws of California to include the power to rent, buy, or sell personal or real property. It will not engage in any activities or exercise any powers that are not for the furtherance on the primary purposes of this organization.

Section 3: No substantial part of the activities of this organization shall consist of promoting propaganda or otherwise attempting to influence legislation. The organization shall not participate or intervene in any political campaign on behalf of any candidate for public office.

Article III: Membership

Section 1: Any parent of a band member who is interested in supporting public school music through the Lodi High Band is welcome.

Section 2: Membership rules include the following:

A. A member is defined as in section 1 as one who has been present at one previous general meeting of the school year.

B. Members shall immediately notify the secretary upon a change of mailing address or telephone number.

Article IV: Meetings

Section 1: Meetings of the membership of the Lodi High Band Boosters shall be held in the Lodi High music room at a time to be designated by the Board of Directors and the Band Director.

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Article V: Rules and Procedures

Section 1: Unless otherwise specified in these bylaws, Robert's Rules of Order Revised shall govern parliamentary procedures.

Section 2: Procedures at meetings:

- A. Opening call to order
- B. Reading of minutes
- C. Reports of committees and officers
- D. Old business
- E. New business
- F. Announcements
- G. Adjournment

Article VI: Administration and Officers

Section 1: The officers of the Lodi High Band Boosters shall consist of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Ways and Means Coordinator, Member at Large, Social Media Coordinator and Immediate Past President (non-voting member), and the Band Director and shall be known as the Executive Committee. It shall be their duty to draw up the agenda for all membership meetings and it will assume the functions of the Board of Directors.

Section 2: The Board of Directors shall consist of the Executive Board. Additional directors can be appointed by the board as deemed necessary.

Section 3: The elected members of the Executive Committee shall not succeed themselves in the same office more than once. Serving as an officer for part of a term due to a vacancy shall not constitute a term.

Section 4: The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer, or member thereof or the benefit of any private person. Upon dissolution or winding up of the organization its assets remaining after payment or provisions for payment of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

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Article VII: Duties and Powers of the Officers

- Section 1: The ***President*** shall preside over all meetings and be present at all events when possible. He/She shall be the executive officer and shall have the duty to carry out the policies and decisions of the Board of Directors. The President shall serve one term.
- Section 2: The ***Vice President*** shall in the absence of the President serve in that capacity. He/She shall also serve as parliamentarian and shall serve one term and then shall assume the position of President for the next term.
- Section 3: The ***Recording Secretary*** shall keep and preserve all records and minutes of the meetings.
- Section 4: The ***Corresponding Secretary*** shall keep a file system of membership (including phone numbers, addresses and email directories) and shall receive and answer all general correspondence pertaining to the organization.
- Section 5: The ***Treasurer*** shall assist in preparing the budget, keep accurate and complete records of the funds and accounts of this organization and shall collect all monies and present a detailed account sheet at each general meeting.
- Section 6: The ***Ways and Means Coordinator*** shall research and coordinate all potential fundraising activities and potential fund-development options.
- Section 7: The ***Member at Large*** shall provide support to the Board of Directors and the organization in an advisory voting position to ensure that the Purpose (Article II) of the organization is adhered to.
- Section 8: The ***Social Media Coordinator*** shall coordinate with the Band Director, Band Council and Booster Board to promote upcoming events and share event information via social media to drive excitement for the program and increase awareness of and attendance at events, competitions and fundraisers.
- Section 9: The ***Immediate Past President*** shall act as advisor and consultant to the organization in a non-voting capacity. He/She shall be present at all meetings and events whenever possible. His/Her service to the organization is not a term of office.
- Section 10: The ***Lodi High Band Director*** shall act as advisor and consultant to the organization. He /She shall be without vote in the meetings. He/She shall be present at all meetings and events whenever possible. His/Her service to the organization is not a term of office.

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Article VIII: Expenditures and Finance

Section 1: All monies received by the organization shall immediately be turned over to the Treasurer to be deposited in the accounts of the Lodi High Band Boosters.

Section 2: No withdrawal of funds shall be made without the approval of the Board of Directors. Any expenditure in excess of the current approved adopted budget must have the approval of two-thirds of the general membership present at the meeting. All expenditures will be made by check and the item for which the check is drawn shall be designated on the face or reverse side thereof. If funds for more than one purpose are included, they shall be itemized separately stating the amount of each.

Article IX: Committees

Section 1: Committees shall be designated by the Board of Directors from the general membership. Each committee shall be assigned by the President and the chairman shall be responsible for its activities.

Article X: Elections

Section 1: The membership shall meet and elect officers two months prior to the new school year. New officers shall take office on the first meeting of the new year. Voting shall be in person only.

Section 2: A nominating committee consisting of two members in good standing and the Band Director shall be appointed by the Board of Directors to nominate candidates for President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Ways and Means Coordinator, and Member at Large. Nominations shall be announced two weeks prior to the election. Nominations can be made from the floor. Nominations are to be opened and closed by the President.

Section 3: Voting will be done by secret ballot. All ballots will be counted and checked by three members other than the nominees.

Section 4: A majority of votes cast is necessary for election to an office.

Section 5: In the event of vacancy, the Board of Directors shall appoint a successor to fill the office for the remainder of the year.

Article XI: Recall

Section 1: Any elected officer of the Lodi High Band Boosters Club can be recalled by a two thirds majority of the entire membership.

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Article XII: Relation to the Band Council

- Section 1: The Boosters and Band council are two separate organizations that may work together, must communicate, but have little jurisdiction over each other.
- Section 2: If the Boosters assign a project to the band council, the Band Council is in charge of it but may not take projects away from the Boosters and run on their own.
- Section 3: The Board or Boosters may assign the President and/or Band Council to work on a project, or get a task done, and if Band Council agrees to work on a project/task they will do so with no need for Booster guidance, unless asked by Band Council directly for guidance.
- Section 4: In the case that the Booster Board and/or Booster parents come into disagreement with the Band Council the Booster Board will refer to the Band Director to decide the outcome of said disagreement.

Article XIII: Communication Management Procedure

- Section 1: All complaints, concerns, comments, suggestions and in-depth questions shall be referred in writing to the Band Director, Booster Band President and/or Vice President through our Communication Management Procedure email account: lhsbanddirector@lodihighmusic.org.
- Section 2: The name of the complainant and contact information must accompany any and all complaints/concerns. Any complaint/concern without a complainant's name accompanied with it will not be processed.
- Section 3: Written concerns/complaints/suggestions, etc. can also be submitted in writing and mailed to: LHS Band Boosters, Inc., P.O. Box 2627, Lodi, CA 95241.
- Section 4: This procedure has been put into place to ensure privacy protection and procedural due process is applied to all parties affected.
- Section 5: All verbal complaints and/or concerns will be referred to this procedure by all Booster Board members.

Article XIV: Events

- Section 1: All non-curricular events, trips and activities shall be subject to approval by the Band Director.