

WHITNEY MUSIC BOOSTER CLUB

BY-LAWS

Article I: Name and Location

Section 1: The name of this organization shall be the Whitney Music Booster Club.

Section 2: The principal office of this organization shall be Whitney High School, 16800 Shoemaker Avenue, Cerritos, California, 90703.

Article II: Purpose

Section 1: The purpose of this organization shall be to serve and support the Whitney Music Program. The program is made up of, but not limited to, the Marching Band, Color Guard, Orchestra, Choir, Wind Ensemble, Jazz Band, Symphonic Band, and Middle School Bands.

Section 2: This organization shall not seek to direct and control the policies and the administrative activities of the program and/or the Music Director.

Section 3: This organization is not organized for the private gain of any person.

Article III: Membership

Section 1: Active members shall consist of the parents or legal guardians of currently enrolled students of the Whitney Music Program. Only active members shall be entitled to vote and/or serve on the Executive Board

Section 2: Associate members shall consist of Whitney High School Music Program alumni, parents of those alumni, and interested community members. Associate members are not eligible to vote or serve on the Executive Board.

Section 3: Any member whose conduct is grossly inconsistent with the By-Laws or with the purposes for which the Whitney Music Booster Club was organized may be removed from membership.

Section 4: All active members shall pay the required dues as established by the Whitney Music Booster Club.

Article IV: Executive Board

Section 1: The Executive Board shall consist of the following elected officers: President, Vice-President, Secretary, Treasurer, Ways and Means Chairperson, and Officer-at-Large. In addition, the Music Director shall serve on the Executive Board.

Section 2: All officers of the Executive Board shall serve willingly without remuneration and act in the best interest of the Whitney Music Program.

Section 3: The Executive Board officers shall serve a term of one year coinciding with the calendar school year, July 1st through June 30th.

Section 4: No individual shall hold more than one position on the Executive Board.

Section 5: None of the elected officers may be related to another elected officer by blood or marriage, or co-occupants within a single household.

Section 6: Meetings among the Executive Board shall be held monthly, or as required.

Section 7: A vacancy in any Executive Board position because of removal, death, resignation or otherwise, shall be filled in the same manner as the former occupant of the position was selected. Any person selected to fill the vacancy shall hold office for the unexpired term of his or her predecessor.

Section 8: The Executive Board shall perform any and all duties imposed on them collectively or individually by law or by these By-Laws.

Article V: Duties of Executive Board Officers

Section 1: The President shall

- a. Preside over all Executive Board meetings and over all general meetings.
- b. Ensure compliance of the By-Laws.
- c. Supervise the business of the Whitney Music Booster Club and activities of the officers.
- d. Be ex-officio member of all standing committees.
- e. Have no governing authority in making policies or rules without the approval of the General Membership.

Section 2: The Vice-President shall

- a. In the absence of the President, perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.
- b. Maintain a membership roster containing the names and contact information of every member. This roster shall not be used, in whole or part, by any person for any purpose other than official Whitney Music Booster Club business.

Section 3: The Secretary shall

- a. Keep minutes of all General and Executive Board meetings, and submit them in writing at the next meeting for approval by the Executive Board or the active members present as applicable.
- b. Maintain an archive of all official minutes, By-Laws, and records.
- c. Conduct all official correspondence for the organization.

Section 4: The Treasurer shall

- a. Be responsible for all funds of the organization.

- b. Report all financial activity of the period at the next General meeting. This includes, but is not limited to, a summary of the most previous period's activities and the current financial status of the organization.
- c. Keep and maintain accurate accounts of all the financial transactions, including its assets, liabilities, receipts, and disbursements.
- d. Prepare records for tax preparation and financial audit/review as requested by the Whitney Foundation.

Section 5: The Ways and Means Chairperson shall

- a. Keep detailed records of all Ways and Means activities.
- b. Remit bills, receipts, expense forecasts, and proceeds for all Ways and Means activities to the Treasurer in a timely fashion.

Section 6: The Officer-at-Large shall

- a. Perform such duties as may be prescribed by the Executive Board and/or the Music Director.

VI: Conflict of Interest

Section 1: No Executive Board officer shall be financially interested in any contract or any transaction entered into in violation of this is void. In addition, no officer may utilize information obtained by reason of Board membership for personal gain, and the Whitney Music Booster Club may recover any such gain realized.

Section VII: Receipt and Disbursement of Funds

Section 1: All funds collected shall be used to actively support the Whitney Music Program.

Section 2: All funds collected shall be deposited in a timely manner in the Whitney Music Booster Club bank account in a local bank.

Section 3: All disbursements of funds shall be signed by the Treasurer and co-signed by the President. The Vice-President may co-sign in the event that either the President or Treasurer is unavailable.

Section 3: Disbursement of approved budgeted items can be made during any period. Non-budgeted disbursements in excess of \$250.00 shall not be made unless the general membership approves such action.

Section VII: Additional Provisions

Section 1: Regular meetings of all members, both active and associate, also referred to as General meetings, shall be held monthly. Meeting information will be distributed by the Secretary.

Section 2: Each active member may cast only one vote regardless of the number of children that member may have in the music program. There shall be no proxy voting permitted.

Section 3: These By-Laws may be amended at any General meeting by a majority vote, providing that the proposal has been submitted in writing at the previous General meeting.

Section 4: An annual budget of estimated income and expenditures for the year shall be submitted by the Music Director for review and approval at the August general meeting. The budget may be adjusted and/or modified as needed by majority vote.

Section 5: The purpose of the June General meeting shall be to elect the Executive Board officers for the coming school year, along with the transaction of other business as may come before the meeting.

Section 6: Nominations from the floor with consent from the nominee shall be accepted for all Executive Board positions.

Section 7: Each officer shall be elected by a simple majority vote from the active membership present at the General meeting.

Section 8: The Executive Board may, at its discretion, create and maintain financial records on individual students for the purpose of keeping track of his/her contributions.

Proposed July 2012