

**BYLAWS  
OF  
WOODCREEK HIGH SCHOOL BAND BOOSTERS  
2003-2004 SCHOOL YEAR**

**ARTICLE I. NAME**

**The organization shall be known as the Woodcreek High School (WHS) Band Boosters (“Band Boosters”). The address of the Band Boosters is in care of Woodcreek High School, 2551 Woodcreek Oaks Boulevard, Roseville, California 95747.**

**ARTICLE II. OBJECTIVE**

The Band Boosters seek to instill in the students of Woodcreek High School in general, and member of the Woodcreek High School Band (“Band”) in particular, an appreciation of music and the ideals of good sportsmanship, honesty, loyalty, courage and reverence so that they may be finer, stronger and happier youths who shall grow to be good, clean, healthy adults. The Band Booster’s propose to reach this objective in part by supporting the WHS music programs and to generally support the activities and goals of the Band. Band Boosters members shall bear in mind at all times that the growing appreciation of music and the molding of future citizens is of prime importance and developing exceptional skill or winning trophies is secondary.

**ARTICLE III. GOVERNMENT**

1. The Band Boosters membership shall consist of all members of the Band Boosters who have paid the requisite membership fee for the current school year. The parents and guardians of Woodcreek High School Band student members shall constitute the general body of the Band Boosters.
2. The Band Boosters Executive Board (“Board”) shall consist of a President, Vice President, Secretary, Treasurer and Member at Large, each member having one vote. Fifty percent (50%) of the Board membership present at a regularly or specially called Board meeting shall constitute a quorum.
3. Board Members shall be elected to a two-year term by a majority vote of Band Boosters members. The President, Secretary, and Member at Large shall be elected on Even Years, the Vice President and Treasurer shall be elected on Odd Years. The election shall take place no later than the first regular meeting of the new school year.

### ARTICLE III. GOVERNMENT (cont)

4. Board members shall assume their offices at the first regular meeting of the new school year following the election.
5. If a Board member dies, resigns, or becomes unable to perform the duties of his or her office, the Board, by majority vote, shall select a replacement officer who shall serve until the following annual election.
6. Board members shall attend at least of 75% of the regularly scheduled Board meetings, unless excused by the President. Board members who do not attend at least 75% of the regularly scheduled Board meetings without being excused by the President, or without other good cause, may be removed by a majority vote of the remaining Board members.
7. All matters concerning administration of the Band Boosters, including the expenditure of Band Booster funds, shall be decided by majority vote of the Board.
8. All matters concerning the operation of Band Boosters programs shall be decided by a majority vote of the Board.
9. The outgoing Board shall hold a transition meeting with the incoming Board no later than the start of the new school year.
10. The Secretary shall be responsible for conducting a smooth transition of information and responsibilities between the outgoing and incoming Board. The Secretary shall complete this transition prior to the first meeting of the new school year.

### ARTICLE IV. GENERAL MEETINGS

1. The Board shall hold at least one regularly scheduled board meeting per quarter. The President may call special meetings upon his or her own motion, or upon the request of at least two Board members.
2. The Board shall hold at least two regularly scheduled membership meeting per year. The Board may call special membership meetings upon the approval of at least two Board members.
3. Board and membership meetings shall be governed by “Robert’s Rules of Order, Revised” except where they conflict with these Bylaws, in which case, the Bylaws shall take precedence.

## **ARTICLE V. SPONSORS, REGISTRATION AND FUNDRAISING**

1. Band Boosters operates by contributions from sponsors, membership fees, and supplemental fundraising activities as described herein.
2. Fundraising activities shall be approved by a majority vote of the Board.

## **ARTICLE VI. FINANCIAL POLICY**

1. All matters pertaining to Band Boosters finances shall be decided by majority vote of the Board. All Band Boosters income shall be placed in one account. Band Boosters expenditures shall be made so that no Band member or members shall have advantage over another.
2. The Board, by majority vote, may authorize the payment of normal operating expenses. Such expenditures shall be ratified at the next Board meeting and be recorded in the Board's Minutes. Any Board member, while acting within the course and scope of his or her duties may, without prior Board approval, expend up to \$25.00 on behalf of the Board. The Board shall approve and reimburse such expenditures upon submission of receipts, invoices, or other reasonable evidence of the expenditure.
3. The Treasurer shall review all bills received by the Band Boosters for payment. The Treasurer shall issue bills for all monies owed to the Band Boosters on or before the first of each month. The Treasurer shall be responsible for the timely payment of Band Boosters bills and obligations.
4. The Treasurer shall prepare and submit an annual budget to the Board within sixty (60) days of the new school year. The budget shall identify proposed expenditures for all expected expenses and income for all proposed revenues. Band Boosters expenses should be covered by all incoming revenue.
5. Except as provided in subparagraph 2 of this Article, all Band Boosters expenditures shall be approved by a majority vote of the Board prior to being paid or obligated.

## **ARTICLE VII. STANDING COMMITTEES**

The President shall appoint chairs of all standing committees. As needed, the President shall appoint chairs to the following committees: Bylaws, Membership, Fundraising, Snack Bar, Public Relations, Chaperones, Scholarship, Uniforms, or any other ad hoc committees as deemed necessary by the Board. Committee chairs and members must be active Booster members.

**ARTICLE VIII. REVISIONS AND AMENDMENTS**

1. The President shall appoint a Bylaws Committee chair, and at least two other committee members approved by the Board, to review and suggest revisions or amendments to the Bylaws.
2. Revisions or amendments presented by the Bylaws Committee shall be read two times. The first reading shall consist of all proposed revisions or amendments to the Bylaws. The second reading shall consist of all revisions or amendments to the first reading. The Board shall approve the Bylaw revisions or amendments for submission to the membership no later than two months after the first scheduled Board Meeting.
3. The President shall read the proposed revisions or amendments to the Bylaws to the Band Boosters membership at the next regularly scheduled membership meeting. A vote to accept or reject the proposed revisions or amendments shall be taken at the next regularly membership scheduled meeting.

**ARTICLE IX. AUTHENTICATION OF BYLAW PUBLICATION**

The names and signatures of the Board President, Vice President, Secretary and Treasurer shall appear on each copy of the approved Bylaws.

Signatories:

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President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer