

*Independence High School Falcon Band Boosters
8001 Old River Road
Bakersfield, California 93311*

BYLAWS

Article I – Name and Organizational Structure

1. The name of this organization shall be Independence High School Falcon Band Boosters, herein referred to as “IHSFBB”.

Article II – Purpose

1. Mission:

To encourage and assist students of Independence High School in their individual and collective pursuits of the programs offered in music, including, but not limited to, marching band, symphonic band, jazz band, pep band, orchestra, drum line, and color guard, herein called the Music Department.

2. Purpose:

To serve as a support and assistance group for the instructors in their efforts to promote student involvement in the various activities offered.

3. To initiate, organize and implement fund raising activities for the benefit of the Music Department.

Article III – Membership and Dues

1. Membership shall be open to any individual adult who is interested in promoting and supporting the purpose of IHSFBB and has paid current membership dues.
2. Membership dues shall be reviewed yearly by the Executive Board, established by a majority vote of the membership, and shall be charged for each member. All Members must pay Membership Dues.
 - a. The Band Director and his staff are exempt from Membership Dues.
3. Dues are payable beginning May 1st of each year and shall be valid for the following school year. Dues paid during the school year (before May 1st) shall be valid for the remainder of the school year.
4. Membership is available year round. Membership may not be pro-rated.
5. Members shall be afforded the full rights and privileges of the IHSFBB membership, including, but not limited to:
 - a. Participation in all Membership and Special Meetings.
 - b. Voting privileges at all Membership and Special Meetings.
 - c. Nomination of candidates and/or run for Board officer positions.
 - d. Service on Committees or as a Coordinator.
6. Limitations:
 - a. Members who have met their dues obligations shall have voting privileges.
 - b. Members shall be eligible for elective office after completion of four (4) months as a Member.

c. Band Director and Staff are prohibited from voting in any capacity.

7. Establishment of Membership:

a. Any individual as described in Article III, Section 1 who submits a completed Membership Form with their paid dues to the Treasurer or Band Director accomplishes establishment of membership.

8. Termination of Membership:

a. Resignation.

A Member or Executive Board Member may resign at any time from the Independence High School Falcon Band Boosters in writing. An Executive Board Member should provide as much notice as possible and present their resignation to the President or Vice-President as applicable.

b. Removal of Executive Board Member.

If the Executive Board makes a motion to have an officer removed from his or her position for violation of, but not limited to, the Code of Conduct as outlined in Article X:

(1) The individual must be informed of the intent of the Executive Board at least 5 business days before the next general meeting.

(2) The individual then has the opportunity to prepare a written statement. This may be read at the next meeting by the individual or by a person of his or her choosing.

(3) A two-thirds (2/3rds) majority vote of the IHSFBB membership present at the meeting is required to remove the officer.

Article IV – Officers

1. Officers of IHSFBB shall consist of: President, Vice-President, Secretary, and Treasurer. They will be referred to as the Executive Board. The Instrumental Music Director will act as advisor. All Officers shall be active Members of IHSFBB.
2. The term of office for all offices shall be one (1) year from July 15th to July 14th.
3. No elected officer shall serve in the same office for more than two (2) consecutive years. However, an elected officer shall serve in the same office for one (1) additional year in the event there is not a volunteer for the position and the existing officer is willing to continue in the role. An exception can be made by two-thirds (2/3rds) majority vote of those present at the meeting to reelect the existing person and extend the term one (1) year.
4. Each person elected shall hold only one office at a time.
5. No two (2) family members shall serve as officers together in the same term.
6. No spouse or family member of any elected officer shall assume or “take over” the responsibilities of the officer.

Article V – Duties and Responsibilities of Officers

1. **President:** Shall preside at all meetings of the Executive Board, general membership, and planning meetings. The President shall act as liaison between the Band Director and the IHSFBB. The President shall serve as a member of all standing committees. The President shall call for committees and appoint Chairpersons to lead the committee, call special meetings of the ISHFBB and the Executive Board whenever in the President's judgement, it is deemed necessary to have a special meeting.
2. **Vice President:** Shall preside in the absence of the President; serve as Chairperson for fund raising activities; and any other duties necessary to carry on the function of this office. The Vice President shall assist and support the President in the execution of the duties of his/her office.
3. **Secretary:** Shall keep official minutes of business of all meetings held and manage all other correspondence as required of a Secretary. The Secretary shall present the minutes of meetings as required, and conduct and maintain all correspondence of the Executive Board. The Secretary shall create and maintain an annual Membership Roster and operate as custodian of all permanent records.
4. **Treasurer:** Shall receive and disburse all funds on the approval of the officers and/or membership; submit a current financial report at the general membership meeting; prepare a proposed budget for the business year and arrange for an audit at the close of the business year. Treasurer shall deposit all monies promptly after at least one additional Executive Board Member has

verified said deposit. Treasurer must make all financial records available for review at all times.

Article VI – Nominating and Election Procedures

1. The privilege of nomination and election to the Executive Board shall be limited to members in good standing of the IHSFBB who have been members for at least four (4) months prior to nomination. All IHSFBB members who are interested in elected officer positions may submit their name to the President at the April meeting; prior to the general election meeting in May.
2. Members who would like to be an officer but who cannot be present at the nominating meeting may submit a petition of nomination to any Executive officer and their name shall be added to the nominees. Said nominations must be submitted prior to or at the time of the April meeting but not thereafter.
3. Officers shall be nominated at the April meeting. Officers shall be elected at the May meeting by a majority vote of those members present.
4. Vacancies among officers may be filled for the unexpired portion of the term by a majority vote of the Executive Board.
5. There will be a ballot election if there is more than one candidate for any office. If there is only one candidate for an office, that candidate shall stand elected.
6. At the time of elections, the Band Director and an additional staff member will count the ballots and announce the newly-elected Board Members.

7. In the event of a tie, the Executive Board Members will take another vote and the newly-elected Board Member will be determined with a simple majority vote. Any Board Member with a direct interest in the office will be excluded from voting.

Article VII – Meetings

1. General membership meetings shall be held monthly.
2. Executive Board planning meetings shall be held at the discretion of the Executive Board. Executive Board planning meetings shall be closed session.
3. Liaisons from each music department are encouraged to be present at the general membership meetings. Liaisons are encouraged to be active members of IHSFBB. Liaisons may be asked to attend Executive Board planning meetings at the discretion of the Executive Board.
4. Special meetings may be called at any time by the President.
5. *Robert's Rules of Order* shall govern questions of order at all meetings.

Article VIII – Fiscal Policies

1. IHSFBB will be authorized to obtain and maintain financial filings as required by the I.R.S., Franchise Tax Board, and State Board of Equalization. These filings are in accordance with 501c(3) Non-Profit Tax Exempt Regulations. The Treasurer is responsible for all government and school district report filings.

2. The proposed annual budget will be presented by the Treasurer and voted on at the general membership meeting in September.
3. All unbudgeted expenditures under \$200 may be approved by the Executive Board. Unbudgeted expenditures exceeding \$200 must be approved by a majority of the general membership.
4. The fiscal year shall be from July 1 through June 30.
5. The books and accounts of IHSFBB will be audited annually in June or at any time there is a change in Treasurer during the term of office.
6. All income, including fundraising, and expenditures for IHSFBB will be maintained and reported on financial statements for the general membership to review.
7. Any materials and/or equipment purchased by the IHSFBB by any parent, teacher, and administrator becomes the property of IHSFBB and is not for the personal use of that parent, teacher and administrator.
8. Any request for reimbursement must be submitted in writing on a Reimbursement Request Form to the Treasurer with an attached receipt/verification of purchase within thirty (30) days of purchase. Said form can be obtained from the Secretary.
9. All fundraising activities must be approved by a majority vote of members present at a scheduled IHSFBB meeting.

Article IX – Adoption of Amendments and Bylaws.

1. These bylaws may be amended by a majority vote of the members present at any general meeting, provided the general membership is given notification of intent to amend the Bylaws and a copy of the proposed amendment(s) fourteen days in advance.

Article X – Code of Conduct

1. Members must conduct themselves in an appropriate and responsible manner at all times while assisting the IHSFBB and Music Program. By their involvement in the activities of the IHSFBB, each member agrees to abide by this Code of Conduct and accepts responsibility for their family members and guests, including:
 - a. Demonstrating positive support for all students, band directors, band staff and IHSFBB members.
 - b. Refrain from offensive or profane language or gestures.
 - c. Refrain from public criticism of a parent, student, band director, band staff, or others involved in the IHSFBB and/or Music Program at any IHSFBB event/function or social media outlet.
 - d. No smoking is allowed within view of any student at meetings, competitions, concerts, trips, etc. Smokers are asked to utilize designated smoking areas at public events.
 - e. No illegal drug use will be tolerated, under any circumstances.

- f. Refrain from any other behavior that may be contrary to the goals of the IHSFBB and/or Music Program.

Article XI - Committees

1. A Committee shall be defined as a designated group of at least two (2) members, with at least one (1) of that group serving as the Committee Chair, which will direct and organize the Committee in performing its duties.
2. At least (1) Executive Board member will supervise and support each formed committee.
3. Established committees shall carry out specific assignments for which they were formed. It shall be the responsibility of these committees to plan and communicate with the Band Director and Executive Board concerning their designated projects. All decisions regarding facility usage, agreements, commitment of funds and/or student body must receive prior approval from Executive Board OR General Membership AND Band Director.
4. Committee Chairperson. The Chair position of each committee is through volunteering. Committee chairpersons may volunteer for consecutive one year terms. In the event that a chair position is vacant, the duly elected President for that fiscal year shall have the power to appoint committee chairs with the approval of the Executive Board. The duties of a committee chairperson shall be to chair and coordinate the activities of that committee.

Article XII – Parliamentary Authority

1. *Robert's Rules of Order*, Newly Revised, 9th Edition, shall govern the Independence High School Falcon Band Boosters in all cases in which they are applicable and which are not in conflict with these Bylaws.

Article XIII – Records

1. All records of this organization shall be maintained in such manner as to be orderly, legible and accessible. Pertinent records shall be neatly compiled for transfer to incoming officers. The band director is responsible for providing storage space for the appropriate retention of all booster records.
2. All financial records shall be maintained for minimal IRS requirements.
3. All minutes of the membership and Executive Committee shall be maintained for a period of no less than seven (7) years. Minutes shall be made available upon request to the secretary or the band director.
4. Originals and dated revisions of bylaws shall be maintained for the life of the Independence High School Falcon Band Boosters.

Certificate of Secretary,

I hereby certify that I am the duly elected and acting Secretary of the Independence High School Fine Arts Booster Club, A California Nonprofit Mutual Benefit Corporation, and the above Bylaws, consisting of 12 pages, are the Bylaws of this Corporation as duly amended at a meeting of the General Membership held on June 2, 2015. In witness whereof, I have subscribed my name and affixed the seal of Corporation this 4 day of June, 2015.

X Wendy Oliver

Wendy Oliver

Secretary

Adopted

Revised July 8, 2010

Revised September 2, 2010

Revised March 6, 2012

Revised May 10, 2012

Revised June 2, 2015