

**MISSION STATEMENT AND BYLAWS
OF THE MOORPARK HIGH SCHOOL
BAND AND COLOR GUARD BOOSTERS ASSOCIATION**

February, 2008

MISSION STATEMENT

- The purpose of the Moorpark High School Band and Color Guard Boosters Association is to provide organizational, logistical and financial support to the director and staff of the Moorpark High “Music Programs”. Music Programs so supported include Marching Band, Colorguard, Winter Guard, and Drumline, all Jazz and Concert bands and any other instrumental group established at Moorpark High School. These groups are hereinafter referred to as “Music Programs”. The Band and Color Guard Boosters Association accomplishes these purposes through parent and student participation in the Band and Color Guard programs, through planning, competition logistics and fundraising.
- The Boosters, the Band and the Color Guard depend on each other’s strengths to perform effectively. An effective Booster organization enables the Director and students to concentrate on the technical aspects of their performances.

BY-LAWS

ARTICLE 1 –NAME, ADDRESS, RECORDS

- **Section 1:** The name of this Association is: *Moorpark High School Band and Color Guard Boosters Association*. The mailing address is: Moorpark High School, 4500 N. Tierra Rejada Road, Moorpark, California, 93021.
- **Section 2:** The Internal Revenue Service Employer Identification number (E.I.N.) for this organization is 77-0396900
- **Section 3:** All records, data and materials of this organization shall be the responsibility of the Recording Secretary and shall be retained for a period of seven (7) years.
- **Section 4:** The fiscal year for this organization begins July 1 and ends on June 30 of each year.

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ARTICLE 2 -OBJECTIVES

- The objectives of the Association shall be:
 - **Section 1:** To provide organizational, logistical and financial support to the Moorpark High “Music Programs”.
 - **Section 2:** To further develop avenues of communication between the school and community.
 - **Section 3:** To foster closer parent/student relationships through parent participation.

ARTICLE 3 -MEMBERS

- **Section 1:** Membership shall be open to any adults, whose child and/or family member is enrolled in the “Music Programs”. This also includes any adults of incoming freshman or transfer students whose child and/or family member will be enrolled in the Moorpark High School Band and Color Guard Program. Members shall be entitled to voting privileges.
- **Section 2:** Associate members with no voting privileges shall include students of “Music Programs”, alumni parents & students, and other adults that are in agreement with the mission and goals of this organization.
- **Section 3:** The Band director shall serve the Association in an advisory capacity and shall inform the Association of the “Music Programs” activities and needs. The Band Director shall serve as a liaison between the Association and the “Music Programs” with no voting privileges. The Band Director shall have final approval of these By-Laws.

• ARTICLE 4 -OFFICERS AND THEIR ELECTION

- **Section 1:** The officers of the Association shall be the President, the Executive Vice President, VP of Fundraising, Treasurer, Financial Secretary, Recording Secretary, Battle of the Bands Coordinator, Event/Concert Coordinator and Volunteer Coordinator. These officers shall be elected annually and will be known as the Executive Board.
- **Section 2:** The privilege of being elected or appointed to office in the Association shall be limited to adults whose child and/or family member is incoming or returning to the Moorpark High School Band and Color Guard Program. If an officer's child leaves the program after his or her election or appointment, the officer may request permission to complete his or her term according to the provisions of Article 4, Section 6

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- **Section 3:** Nominations for office shall be made by a three member *Nominating Committee*, which shall be appointed by the Association during the February meeting. The Committee shall elect its own chairperson. It shall be the duty of this Committee to nominate candidates for the offices and to present a proposed slate at the March meeting. Additional nominations from the floor shall be permitted at the April meeting.
- **Section 4:** Elections shall be held at the April monthly meeting. A simple majority of the membership in attendance will determine the outcome of each position. If three or more nominees run for a single officer's position, and no nominee achieves a simple majority, a second vote will be conducted with consideration given only to the top two nominees from the first vote.
- **Section 5:** Each officer shall be elected to serve a one-year term. The term of office shall commence on July 1 and end on June 30. Vacancies that occur in offices other than the President during the ensuing term shall be filled by appointment by the President, with the approval of the Executive Board. In the event of a presidential vacancy, the Executive Vice-President will assume the office of President on an interim basis, not to exceed 60 days, during which time a permanent replacement shall be appointed by the Executive Board with input from the Band Director.
- **Section 6:** If an officer's child leaves the program before his or her term ends, the officer may request permission from the executive board to complete his or her term if he or she desires to do so. Such a request must be made and voted on at the first board meeting following the change in status. If the officer does not want to complete the term or if the executive board does not approve the request by majority vote, with the officer in question abstaining, then the position shall be considered "vacant" and shall be filled according to the procedures in Section 5 above.
- **Section 7.** When an Officer or Committee Chairperson fails to perform his/her duties without adequate reason for a period of thirty (30) days, or for cause, the Executive Board may remove the Officer or Chairperson and declare the position vacant. An action to remove an Officer or Chairperson requires a simple majority vote of the Executive Board at a regularly scheduled Booster Meeting or at a Special Meeting (see Article 6 below for meeting definitions).
- **Section 8.** Executive Board positions shall be limited to one (1) per household during the same one-year term.

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ARTICLE 5 -DUTIES OF OFFICERS

○ **Section 1: The President**

- Shall preside at all meetings of the Association and Executive Board;
- Shall be a member ex officio of all committees;
- Shall appoint all chairpersons of standing and special committees, subject to approval of the Executive Board;
- Shall act as liaison between the Band Director and the Association;
- The President is able to cosign checks with the Treasurer and/or the Executive VP, except when checks are made payable to the President or his/her spouse. The President shall not sign a check without reviewing and initialing the supportive invoice and/or receipt.

○ **Section 2: The Executive Vice President**

- Shall act as an aide to the President;
- In the absence of the President, the Executive Vice President shall perform the duties of the President and shall cosign checks in situations where the President or Treasurer is unable to do so. The Executive Vice President shall not sign a check without first reviewing and initialing the supportive invoice and/or receipt, nor shall the Executive Vice President cosign a check made payable to the Executive Vice President or his/ her spouse;
- Shall be responsible for the organization of the transportation of equipment to the performance sites;
- Shall be responsible for keeping a maintenance log for all transportation equipment;
- Shall organize and participate on the by-law revision committee bi-annually.

○ **Section 3: The Vice President of Fundraising**

- Shall act as an aide to the President and Executive Vice President;
- Shall oversee all fundraising as directed by the Executive Board, except for the Annual Field Show Fundraising Event

○ **Section 4: The Recording Secretary**

- Shall keep an accurate record of the proceedings of all meetings of the Association and of the Executive Board;
- Shall prepare a list on unfinished business items for the President and assist with the preparation of the agenda; have on hand for reference at each meeting a copy of the bylaws, minutes of the previous meetings, and a list of all committees;

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- Shall be prepared to present and refer to minutes of previous meeting;
 - Shall conduct all necessary correspondence of the Association;
 - Shall be responsible for transcription and duplication of all notices relating to the Association. Minutes taken during the previous month will be given to Board Members and the band director at least one week prior to the next scheduled Association meeting;
 - Shall be responsible for managing the flow of information from the executive board to the general membership;
 - Shall oversee the Phone & Publicity Committees.
- **Section 5: The Treasurer**
- Shall keep permanent books of all accounts and records
 - Shall oversee all monies for the Association and shall oversee their deposit in the name of the Association in a bank approved by the Executive Board;
 - All monies shall be counted by two people; the treasurer/or executive board member and/or adult member of the association.
 - Shall pay all bills authorized by the Executive Board or the Association;
 - Shall ensure disbursements are authorized or seek proper authorization before making payments;
 - Shall not sign a check without first reviewing the supporting invoice and/or receipt and budget authorization;
 - Shall never co-sign a check to spouse or self;
 - Shall co-sign checks with the President. Shall co-sign checks with the Executive Vice President only in situations designated in Article 5, Section 2 of these Bylaws;
 - Shall keep an accurate accounting record of receipts and disbursements;
 - Shall prepare and present monthly financial statements at every meeting of the Association and at other times when requested by the Association; including a list of all checks written;
 - Shall make a full annual report to the Association;
 - Shall prepare all financial records for auditing;
 - Shall be assisted by the financial secretary.
- **Section 6: The Financial Secretary**
- Shall assist the treasurer.
 - Give a receipt for all monies received and remit to the treasurer or deposit in the appropriate MHS booster account in a bank approved by the executive board.
 - Shall make deposits within seven (7) business days upon receipt of such deposit(s).
 - Keep an accurate record of all receipts for filing with the treasurer's financial records.

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- **Section 7: Battle of the Bands Coordinator**
 - Shall oversee the annual field show fundraising event.

- **Section 8: Event/Concert Coordinator**
 - Shall assist the President with duties relating to competitions and events throughout the school year.
 - This can include the SCSBOA festival or any other festivals hosted by MHS plus concert and jazz concerts at MHS.

- **Section 9: Volunteer Coordinator**
 - Shall recruit volunteers for band fundraisers and other functions

ARTICLE 6 -MEETINGS

- **Section 1:** Association meetings shall be held each month.
- **Section 2:** Meetings of the Executive Board may be held on an as-needed basis, but at least every other month.
- **Section 3:** Special meetings of the Association may be called by the President, or by request of five members of the Association, provided one week's notice has been given to the membership.

ARTICLE 7 -EXECUTIVE BOARD

- **Section 1:** The Executive Board shall consist of the *elected* officers of the Association.

- **Section 2:** The Executive Board shall provide organizational leadership for the Association-at-large and its various committees.

- **Section 3:** The Executive Board may authorize payment of routine organizational bills within the limits of the Association's approved budget. All other bills submitted for payment must be voted on by the Executive Board, or if over five hundred dollars (\$500.00), by the Association, and approved by the simple majority of those present.

- **Section 4:** At the beginning of the term of office, each member of the Executive Board shall be given a copy of these By-laws and shall be responsible for making a thorough study of them. A copy of the Bylaws shall be made available to any member of the Association upon request.

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- **Section 5:** Shall establish an operating budget for the fiscal year before the first Association meeting of that year. The *Budget Committee* shall consist of the Treasurer, the past Treasurer, Band Director, Booster President, and Color Guard Advisor. The meeting is open to outgoing and incoming Executive Board members. The President shall chair the budget Committee.

ARTICLE 8 - STANDING APPOINTMENTS AND SPECIAL COMMITTEES

- **Section 1:** The following *Standing Appointments and Special Committees* are established to allow the association to serve the “Music Programs” effectively and efficiently. The term of office for the Standing Appointments and Chairpersons of Special Committees shall be one year, or shall terminate coincidentally with the end of the current administration. Each committee shall be composed of volunteer members of the Association and shall report to the Executive Board. Standing Appointments and Special Committees include but are not limited to:
 - **Scrip:** Shall attend board meetings and coordinate the purchase and distribution of scrip. Shall maintain a separate checking account for Scrip purchases and deposits only.
 - **Grooming:** Shall assist all students in maintaining a high standard of appearance at competition events; shall maintain an adequate inventory of grooming equipment, supplies and gloves.
 - **Uniform:** Shall coordinate the fitting, issuance, maintenance and collection of required uniforms, gloves, shoes and shirts. Shall coordinate the ordering, storing and sale of specialty items which are not required, such as: travel bags, jackets, sweatshirts, etc.
 - **Publicity:** Shall be responsible for all publicity for all Association and student activities prior to an event and after all events. This includes notifying Local Newspapers, Radio stations, local Cable Channels and distribution of flyers
 - **Phone Committee:** Shall communicate with Association members regarding all Band and Color Guard activities.
 - **Chuck Wagon:** Shall provide all food, beverages and related supplies needed for any band and color guard event during marching season.
 - **Grant Writing:** Shall be responsible for contacting any and all possible sources for donations (money and items) to the MHS BAND AND COLOR GUARD Association. This excludes auctions or other combined fundraising.
 - **Transportation:** Shall be responsible for making sure the trucks are reserved and picked up for each event, and drivers are available for each truck and event.

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- **Web Master:** Responsible for maintaining the Web page.
 - **Programs:** Will be responsible for gathering all information to prepare and print the programs for all concerts, festivals and field tournaments we host.
 - **Pit/Props:** Shall be responsible for the construction of the props and the organization of transportation on and off the field at all competitions.
 - **Color Guard Rep.:** Shall attend all association meetings and is the voice between the association and color guard.
 - **Drumline Rep:** Shall attend all association meetings and is the voice between the association and drumline.
 - **Jazz Band(S) Rep:** Shall attend all association meetings and is the voice between the association and the jazz band (s).
 - **Hospitality:** Shall be responsible for organizing refreshments/food for the “Music Programs” related activities.
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- **Section 2:** The By-laws shall be reviewed every two years by a committee consisting of a minimum of three members, including the incoming 1st Vice-President, appointed by the President at the June monthly meeting.
 - **Section 3:** The creation, disbanding, and refilling of vacancies of Standing Appointments and Special Committees shall be at the discretion of the Executive Board

ARTICLE 9 -LIMITATION OF LIABILITIES

- **Section 1:** The Association will only be responsible for bills necessary to run the Association. No member of the executive board, staff or the association shall make or incur any debt or liability in the name of the Association or on its behalf unless duly authorized by the Executive Board.
- **Section 2:** An independent auditor appointed by the Executive Board shall conduct a review of the Association’s financial records annually, in July.

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ARTICLE 10- AMENDMENTS

- **Section 1:** These By-laws may be amended by a simple majority vote of the membership in attendance. Notice will be provided to the membership one week in advance when a proposal to amend the By-laws is on the agenda.
- **Section 2:** The Band Director has final approval of By-Law amendments.

○ **ARTICLE 11- PARLIAMENTARY AUTHORITY**

- *Roberts Rules of Order* shall be used as guidelines for conduct of Association meetings unless they are in conflict with these Bylaws

Signature Page

The below named Officers of the Association certify these Bylaws have been duly presented and accepted by a simple majority of Association members present during the Meeting held on February 12, 2008. The Executive Board as appropriate will implement changes pursuant to ratification of these By-Laws.

President Robert Sichmiller _____ Date _____

1st Vice President Vicki Tymczyszyn _____ Date _____

2nd Vice President April Romain _____ Date _____

Treasurer Vince Cowles _____ Date _____

Treasurer Joanne Cowles _____ Date _____

Recording Secretary Karen Blufer _____ Date _____

Band Director Robert Hackett _____ Date _____