

**BY-LAWS
of the
ETIWANDA HIGH SCHOOL EAGLE REGIMENT BOOSTERS**

ARTICLE I

NAME:

The name of this club shall be the "Etiwanda High School Instrumental Music Booster Club" and may be referred to as "The Band Boosters".

ARTICLE II

OBJECT:

The purpose of this club shall be to promote and extend public relations through its moral and active support of the Etiwanda High School Instrumental Music Program. The Etiwanda High School Music Program is made up of the Marching Band, Colorguard, Concert and Jazz Bands. This organization will not seek to control the policies of any of the performing groups or the policies of the Band Director.

ARTICLE III

MEMBERSHIP:

Section 1: There shall be no limitation to the numerical membership of this club.

Section 2: Membership shall be open to anyone subscribing to the purpose of the association.

ARTICLE IV

OFFICERS:

Section 1: The officers of the club shall be a President, First Vice President(s), Second Vice President (s), Secretary/Secretaries, and a Treasurer.

Section 2: The officers of the club- and the Band Director(s) shall constitute the Executive Board.

Section 3: At the regular meeting of the Executive Board held in March, a Nominating Committee of two (2) members shall be elected by the Executive Board. The Nominating Committee shall consist of a minimum of two (2) members elected from the Executive Board and the Band Director(s). It shall be the duty of this committee to nominate candidates to serve on the Executive Board at the monthly meeting in May. The Nominating Committee shall report at the Executive Board meeting in May. Before the election at the annual meeting in May, nominations from the floor shall be permitted.

Section 4: The Executive Board shall be elected by ballot to serve for one year. Their term of office shall be from June 1 through May 31.

Section 5: Executive Board members may be elected by acclamation where there is but one candidate for any office.

Section 6: No member shall hold more than one office at a time

Section 7: No member shall be elected as an officer of the club unless that member has a student in the Instrumental Music Program. This requirement can be waived per the Band Director(s) discretion.

Section 8: The officers of the club shall perform the duties prescribed by these BY-LAWS and by the parliamentary authority adopted by the club.

Section 9: All officers serve without remuneration.

Section 10: Attendance at all meetings by members of the Executive Board

Section 11: After two (2) consecutive unexcused absences by a Board member, the Board may dismiss the absent member and fill this position by appointment of the President with approval of the Board.

Section 12: The President, with the approval of the Executive Board, will appoint an officer to fill the unexpired term of an officer who resigns or is removed from office for cause.

ARTICLE V

DUTIES OF OFFICERS:

PRESIDENT:

It shall be the duty of the President to preside at all meetings of the club and of the Executive Board; to enforce a due observance of the BY-LAWS and parliamentary authority adopted; to see that all officers, members and committees perform their respective duties; call special meetings and appoint standing and special committees; to appoint, with the approval of the Executive Board, an officer to fill an unexpired term or vacancy on the Executive Board. The office of the President will not be a voting office unless the vote is needed to break a deadlock vote.

FIRST VICE PRESIDENT(S):

It shall be the duty of the First Vice President(s) to assist the President in the performance of his or her duties; to preside over the club in the absence of the President; to oversee the fundraising activities of the Booster Club and to perform such other duties as may be assigned by the President and/or required by the laws and usages of the club.

SECOND VICE PRESIDENT(S):

It shall be the duty of the Second Vice President(s) to maintain control and inventory of Band equipment and and vehicles; to identify and report to the Band Director and Executive Board the need for any equipment repair and purchases; and to perform any other duties as may be assigned.

SECRETARY/SECRETARIES:

It shall be the duty of the Secretary/Secretaries to keep a record of all the proceedings of the club; to keep on file all committee reports; to make the minutes and records available to members upon request; to notify officers and committee members of their election or appointment; to furnish committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and their members; to sign all certified copies of acts of the club; to conduct the general correspondence of the club; to maintain a file of all such correspondence; to keep the club's official membership roll and to call the roll where it is required; to send out to the membership a news letter, to perform such other duties as may be assigned by the President and/or required by the laws and usages of the club; and in the absence of the President and Vice Presidents, to call the meeting to order and preside until election of a Chairman Pro Tem.

TREASURER:

It shall be the duty of the Treasurer to receive and deposit all funds received by the club; to make all disbursements of club funds as provided by the BY-LAWS; to keep accurate record of all financial transactions; to make a full financial report at the regular meetings of the club; to perform tasks incident to the collection of membership dues; and perform such other duties as may be assigned by the President and/or required by the laws and usages of the club. The financial records of the club will be audited at the discretion of the President, Band Director(s) or School District.

ARTICLE VI

Section 1: The regular meetings of the club shall be held at a minimum quarterly on a day selected by the Executive Board.

Section 2: The regular meeting in May shall be for the purpose of electing Executive Board members, receiving year-end reports from officers and committees, and for any other business that may arise.

Section 3: Special meetings may be called by the President and/or shall be called upon the written request of ten (10) members of the club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice will be given.

Section 4: At all regular and special meetings, no business can be conducted unless a quorum is present. One-half of the total elected members of the Executive Board shall constitute a quorum.

ARTICLE VII

Section 1: Committees, Standing or Special, shall be appointed by the President or the club or the Executive Board shall from time-to-time deem necessary to carry on the work of the club. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 2: Ways and Means Committee: The First Vice President(s) will chair this committee. The Treasurer will serve as an active member. This committee will develop ideas and assure the proper execution of special events such as fund-raising affairs.

Section 3: Communication Committee: The President will appoint the chairman of this committee. This Secretary/Secretaries will serve as an active member(s).

Section 4: Chaperone Committee: The President will appoint the chairman of this committee. This committee will provide chaperones for all activities where chaperones are required; maintain and convey the emergency kit to all activities where needed; collect and maintain a complete set of "Claims Waivers" and "Authorization to Consent to Treatment of a Minor" forms for each member, duly signed by their parent(s) prior to the first activity of the academic year; and perform such other duties as may be assigned by the President and required by the laws and usages of the club..

ARTICLE VIII

Section 1: All funds collected by the club shall only be used to actively support the EHS Instrumental Music Program activities.

Section 2: It shall be the duty of the Executive Board to approve plans for raising and dispersing funds of the organization, by parliamentary vote.

Section 3: All disbursements shall be made by check signed by the Treasurer, the President, and/or a designated Executive Board member appointed by the President.

Section 4: Non-budgeted disbursements in excess of one hundred dollars (\$100.00) shall not be made unless the approved by the Executive Board.

Section 5: All funds collected by the club shall be deposited in a savings and/or checking account in a local bank.

Section 6: The fiscal year for the club shall begin on June 1 and run through May 31.

Section 7: In the event of financial need by a student, the Treasurer and Band Director(s) may discuss and grant whatever aid they deem appropriate. An announcement of such financial aid will be made at the following Board meeting with the student's name remaining anonymous.

Section 8: At the last Executive Board meeting of the fiscal year, a budget of estimated income and expenditures for the following year will be prepared for submission to the general membership.

ARTICLE IX

PARLIAMENTARY AUTHORITY:

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these BY-LAWS and any special rules of order the club may adopt.

ARTICLE X

AMENDMENT OF BY-LAWS:

These By-Laws can be amended at any regular or special meeting of the club by a two-thirds vote of the members present, provided that the amendment has been submitted to the members in writing three (3) days prior to the meeting.