

**AMENDED AND RESTATED BY-LAWS
OF THE
WESTVIEW GOLD
INSTRUMENTAL MUSIC AND COLOR GUARD BOOSTERS**

**(Adopted December 2002)
(Amended May 2005)**

**ARTICLE I
PURPOSE**

- A. In collaboration with the Director of Instrumental Music, the purpose of the Westview Gold Instrumental Music and Color Guard Boosters (“Boosters”) is to develop and inspire student interest in and to provide support and financial assistance to the Westview Gold Instrumental Music and Color Guard programs (“Program”) thereby developing and sustaining comprehensive top performing instrumental music programs at all levels.
- B. The contribution by the BOOSTERS of time, goods, services and/or finances to the PROGRAM is intended to augment the PROGRAM, and not to serve as a substitute for the legal financial obligations of the State of California, the County of San Diego, or the Poway Unified School District to provide for the basic needs of the PROGRAM.

**ARTICLE II
MEMBERSHIP and MEETINGS**

- A. Membership in the BOOSTERS shall be granted to any interested person who:
 - 1. Subscribes to the purpose and mission of the BOOSTERS, and;
 - 2. Supports the BOOSTERS through the payment of the prescribed dues.

There shall only be one class of members.

- B. Voting privileges and elective offices will be limited to those members who have paid their financial obligations and dues and have students actively participating in the PROGRAM. A Booster member is entitled to cast as many votes as he/she has students in the PROGRAM.
- C. There shall be a minimum of four (4) general meetings of members per year held on a regular schedule as designated by the President. A meeting of the members shall not be organized for the transaction of business unless a quorum is present. The members present at a duly organized meeting can continue to do business until adjournment, notwithstanding withdrawal of enough

members to leave less than a quorum. A quorum shall be constituted by 10% of the membership. Business of general meetings will be transacted by a simple majority vote of members present. Schedules for these general meetings shall be published as part of the calendar agenda.

Any action that may be taken at any meeting of members, including the election of officers or the amendment of these bylaws, may be taken without a meeting if the Board of Directors distributes a written ballot (by regular or electronic mail) to every member entitled to vote on the matter. Such ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot to the Board of Directors. Approval by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing that action. The ballot shall specify the time by which the ballot must be received in order to be counted

ARTICLE III **OFFICERS AND BOARD OF DIRECTORS**

- A. The elected officers of the BOOSTERS shall be:
 - 1. President or Co-Presidents
 - 2. Vice-President of Events and Activities
 - 3. Vice-President of Ways and Means
 - 4. Vice-President of Volunteers
 - 5. Vice-President of Communications
 - 6. Recording Secretary
 - 7. Corresponding Secretary
 - 8. Treasurer
 - 9. Financial Secretary of Student Accounts
 - 10. Auditor
 - 11. Color Guard representative
 - 12. Orchestra representative
 - 13. Instrumental Ensemble representative
 - 14. Historian
- B. Officers shall be elected by a majority vote of the members present and voting at the April general meeting.
- C. The elected term of office shall commence on July 1st and end on the following June 30th. With the exception of the elected representative positions, no elected officer shall hold the same office for more than two (2) elected terms.
- D. All elected officers and the Parliamentarian shall constitute the “Board of Directors” and shall serve without compensation.
- E. A vacancy in the elected offices caused by the death, resignation, disability or removal of an officer, shall be filled by a majority vote of the Board of Directors in consultation with the Music Director, for the remainder of the term.

- F. Committee Chairpersons are not elected positions. Chairpersons shall be appointed or removed by the President (or Co-Presidents) with the approval of a majority of the Board of Directors..
- G. Meetings of the Board of Directors shall be called by the President or Co-Presidents as may be required. Notice of the time and place of meetings may be in writing, by telephone or by electronic mail.
- H. The Board of Directors may at any time appoint such other committees as the business of the BOOSTERS may require.
- I. A majority of the Board of Directors shall constitute a quorum for the transaction of business, and such business may be transacted by telephone in lieu of a regular meeting, but in either case, all actions by the Board of Directors shall be recorded in the minutes.
- J. Each member of the Board of Directors shall have one vote. If one person holds more than one position on the Board of Directors, that person shall have only one vote.
- K. A recall of an elected officer may be initiated by any voting member of the BOOSTERS. A petition signed by 1/4 of the voting members will constitute cause for such recall election. Notice to the entire membership must be given at least 30 days before the general meeting on which it will be voted. Removal must be by 2/3rds vote of members present and eligible to vote.

ARTICLE IV

DUTIES OF OFFICERS

- A. **President (or Co-Presidents).** The President (or Co-Presidents) shall:
 1. Carry out the purposes of the BOOSTERS according to the by-laws;
 2. Preside at all meetings of the Board of Directors and general membership;
 3. With the approval of the Music Director and the BOOSTER Officers, appoint chairpersons of all committees;
 4. Prepare yearly calendar agenda;
 5. Be an *ex-officio* member of all committees, except the nominating committee; and
 6. Prepare an end-of-the-year report to aid the incoming President.
- B. **Vice-President of Events and Activities.** The Vice-President of Events and Activities shall:
 1. Preside as coach of all committees that deal with on campus or off campus events and activities. These committees are headed by volunteer (i.e., not elected) chairpersons and may include the following:
 - a. **Hospitality** – Works with other event and activity committee chairpersons to coordinate refreshments, concessions and/or judge’s hospitality rooms for events and activities.

- b. **Off Campus Event Liaison** – coordinates off campus events with the Music Director and band president; provides maps for parents; publishes schedules; procures group tickets for events.
- c. **Fall Field Show/Tournament** – coordinates fall field show/tournament hosted by Westview.
- d. **Solo/Ensemble Festival** – coordinates the solo/ensemble festival hosted by Westview (usually a winter event)
- e. **District or Regional Festival**– coordinates the district and/or regional festival hosted by Westview (usually a spring event)
- f. **Concert Coordinator** – coordinates the Westview Gold concerts throughout the year
- g. **Band Camp** – coordinates the student registration and provision of food and refreshment for Westview’s marching band camp.
- h. **Trip/Tour Coordinator** - puts together committee and fundraisers to specifically focus on annual band trip.
- i. **Year End Banquet** – coordinates the Westview Gold year-end banquet.

Note: All Events and Activities Committee Chairpersons are expected to keep a record of committee expenses and prepare an end-of-the-year report to aid the incoming Chairpersons for the following year.

- 2. Attend all general meetings of the BOOSTERS and be ready to preside in the case of the absence of the President or a Co-President.
- 3. Attend all meetings of the Board of Directors and be prepared to report on the activities of the events and activities committees.
- 4. Prepare Monthly Summary of Events and Activities committees for Newsletter.
- 5. Prepare an end-of-the-year report to aid the incoming Vice-President of Events and Activities.

C. **Vice-President/Ways and Means.** The Vice-President of Ways and Means shall:

- 1. Preside as coach of all committees that deal with Ways and Means and propose methods of raising funds to the Board of Directors. These fund-raising committees are headed by volunteer (i.e., not elected) chairpersons and may include the following:
 - a. **Community Liaison-** Coordinates Business Alliance membership and arranges for student ensembles to play in the community for special events.
 - b. **Fund Raising-** Coordinates all fundraising activities.
 - c. **Membership** - Collects annual membership dues and forwards to Treasurer solicits new membership; keeps a roster of current paid members, arranges for printing and lamination of membership cards.

- d. Merchandising** - Handles bulk purchase, sales and distribution of any t-shirts, pins, or other such merchandise with the approval of the Booster organization and coordination with the Westview Foundation.

Note: All Ways and Means Committee Chairpersons are expected to keep a record of committee expenses and prepare an end-of-the-year report to aid the incoming Chairpersons for the following year.

2. Work with the Financial Secretary of Student Accounts to prepare and/or update policy statements regarding the crediting and application of funds allocated to student accounts for approval by the Board of Directors.
3. Organize all authorized fund-raising projects.
4. Prepare and submit an annual budget for the following fiscal year, based upon recommendations of the Music Director, Committee Chairpersons, and Officers of the Board of Directors.
5. Keep a detailed record for all fund-raising projects.
6. Remit the moneys from all Ways and Means projects to the Treasurer.
7. Prepare an end-of-the-year report to aid the incoming Vice President of Ways and Means.

D. Vice President of Volunteers. The Vice President of Volunteers shall:

1. Generally be responsible for obtaining and coordinating the adult volunteers needed to support and assist the events in coordination with the event chairs. Preside as coach of all committees whose primary purpose is volunteer support of Booster activities and events. These committees are headed by volunteer (i.e., not elected) chairpersons and may include the following:
 - a. **Home Stays** - coordinates housing and activities for visiting bands; point of contact for coordinating band's housing away from home.
 - b. **Chaperones** - Secures parent chaperones for all events requiring adult supervision and assistance including football games, tournaments, bus trips, etc. Have on hand Medical Release Forms for each student who is participating in the PROGRAM off campus; provide training sessions for new chaperones; equip and maintain sufficient first aid kits and inspection kits for each unit; and generally determine needs and assist as required.
 - c. **Uniforms** - Responsible for fitting and registering all students in uniforms prior to first event of the school year; performs uniform inspections prior to and attends to student needs for all half-time performances and competitive events; assures that all repairs, cleaning, replacement and ordering of new uniforms is carried out; and provides training sessions for chaperones with

regard to requirements for helping with uniform fittings, parade inspections and general maintenance of uniforms.

- d. **Frosh Liaison and Recruiter** – coordinates with all feeder schools by providing information about the Program and invitations for interaction and involvement; arranges for in-coming 9th grade parent Boosters to be matched up with experienced Booster parents; provides hotline support to all newcomers to the Boosters. Coordinates with Event Liaison/Tickets committee chair.
- e. **Equipment** - Responsible for loading and packing of band equipment for travel purposes, assists percussion section with transporting on and off of field; responsible for the repair and maintenance of all equipment used to transport and haul band instruments and uniforms.

Note: All Volunteer Committee Chairpersons are expected to keep a record of committee expenses and prepare an end-of-the-year report to aid the incoming Chairpersons for the following year.

- 2. Attend all general meetings of the BOOSTERS and be ready to preside in the case of the absence of the President or a Co-President.
- 3. Attend all meetings of the Board of Directors and be prepared to report on the activities of the volunteers committees.
- 4. Prepare Monthly Summary of volunteers committees for Newsletter.
- 5. Prepare an end-of-the-year report to aid the incoming Vice-President of Volunteers.

E. Vice President of Communications. The Vice-President of Communications shall:

1. Coordinate all aspects of Booster communication with parents and the community and preside as coach to all committees that deal with communications related matters. These committees are headed by volunteer (i.e., not elected) chairpersons and may include the following:

- a. **Newsletter** - Edits and produces monthly newsletter; maintains roster, prints labels, and arranges for printing and posting of newsletter.
- b. **Publicity** – Writes and submits news releases about activities, concerts, and fundraisers to local media and to Westview’s newsletters and website; obtains photos to include with the articles; provides clippings of the articles to the Booster historian; oversees poster and flyer design, production and distribution; works with local editors on special features; works with Booster Newsletter Editor.
- c. **E-mail/Telephone** - Makes e-mail and/or phone contact with members as necessary for meetings and events.
- d. **Yearly Calendar** – Produces annual photo calendar for distribution to all Westview Gold Students.

Note: All Communications Committee Chairpersons are expected to keep a record of committee expenses and prepare an end-of-the-year report to aid the incoming Chairpersons for the following year.

2. Attend all general meetings of the BOOSTERS and be ready to preside in the case of the absence of the President or Co-President.
3. Attend all meetings of the Board of Directors and be prepared to report on the activities of the communications committees.
4. Prepare Monthly Summary of Events and Activities committees for Newsletter.
5. Prepare an end-of-the-year report to aid the incoming Vice-President of Communications.

F. Recording Secretary. The Recording Secretary shall:

1. Keep and record in a permanent file the minutes of the general meetings and of the Board of Director's meetings.
2. Present minutes at general meetings and at Board of Director's meetings.
3. Keep a current copy of the bylaws.
4. Prepare an end-of-the-year report to aid the incoming Recorder.

G. Corresponding Secretary. The Corresponding Secretary shall:

1. Conduct all the official correspondence of the BOOSTERS.
2. Be responsible for sending personal message cards to BOOSTER members and students.
3. Prepare an end-of-the-year report to aid the incoming Correspondent.

H. Treasurer. The Treasurer shall be the chief financial officer of the BOOSTERS and shall:

1. Keep fiscal records and accounts of the BOOSTERS in accordance with generally accepted accounting practices and also in accordance with the following basic guidelines:
 - a. The Treasurer/General shall receive and disburse all funds of the BOOSTERS under Article VIII of these by-laws in coordination with the Westview Foundation, if necessary. All transactions shall be documented by receipts, signed requests or checks. In the event the Boosters obtain a business checking account, all checks in excess of \$300.00 shall be signed by two authorized signatures. The authorized signatures are those of the President (or Co-Presidents), the Treasurer and the Vice President/Ways & Means.
 - b. The Treasurer shall prepare a monthly financial statement, showing all income, receipts and disbursements, and all other financial statements as directed by the Board of Directors.
 - c. The Treasurer shall prepare a financial statement and balance sheet for the fiscal year, ending June 30th and present it to the Board of Directors by July 31st of each year.

- d. The Treasurer will file the IRS and Franchise Tax Board reports no later than November 15th of each year, to the extent such reports are required under State and Federal law.
 - e. The Treasurer shall secure the assistance of a contracting assistant as needed in the event the need arises to address professional services contracts.
2. Prepare an end-of-the-year report to aid the incoming Treasurer/General.

I. Financial Secretary of Student Accounts. The Financial Secretary of Student Accounts shall:

1. Receive, account for, and disburse all student account funds of the BOOSTERS under Article VIII of these by-laws. All transactions shall be documented by receipts, signed requests or checks. In the event the BOOSTERS obtain a business checking account, all checks in excess of \$300.00 shall be signed by two authorized signatures. The authorized signatures are those of the President (or Co-Presidents), the Treasurer, and the Vice President/Ways & Means.
2. The Financial Secretary of Student Accounts shall prepare a monthly financial statement, showing all receipts and disbursements by student.
3. Prepare an end-of-the-year report to aid the incoming Financial Secretary of Student Accounts.

J. Auditor. The Auditor shall ensure that appropriate internal financial controls are in place and shall review on an annual basis the organization's compliance with such controls. With the consent of the Booster Board of Directors, the Auditor may secure the services of an outside auditing firm to conduct the annual audit. The Auditor shall provide a report to the Board of Directors of the results of the annual audit no later than June 30 of each year.

K. Color Guard Representative. The Color Guard Representative acts as the liaison regarding the special needs of the color guard; is responsible for the repair, maintenance, cleaning and replacement of the flags, props and color guard uniforms; and coordinates activities with other committee chairpersons.

L. Orchestra Representative. The Orchestra Representative acts as the liaison regarding the special needs of the orchestra and is responsible for coordinating activities with other committee chairpersons.

M. Instrumental Ensemble Representative. The Instrumental Ensemble Representative acts as the liaison regarding the special needs of the instrumental ensemble and is responsible for coordinating activities with other committee chairpersons.

N. Historian. The Historian compiles the historical and pictorial record (i.e., scrapbook) and coordinates the photographing and audio/visual taping of events such as concerts, parades and field shows, etc. Supplies photos for Publicity and Newsletter Chairs.

ARTICLE V **PARLIAMENTARIAN**

The Parliamentarian is an appointive position to the Board. The immediate past President of the BOOSTERS, or such other person as may be determined by the Board of Directors, shall serve as Parliamentarian. The Parliamentarian shall have ultimate authority to determine rules of procedure concerning the conduct of meetings. Robert's Rules of Order shall serve as a guide to decisions of the Parliamentarian. The Parliamentarian shall prepare an end-of-the-year report to aid the incoming Parliamentarian.

ARTICLE VI **ADVISORS**

Advisors shall:

- A. Consist of the Westview Instrumental Music Director and Assistants or their appointed representatives.
- B. See that the BOOSTERS meetings are conducted according to the Poway Unified School District policies.
- C. Aid and advise the BOOSTERS where needed.
- D. Encourage all music parents and alumni to support the BOOSTERS by their attendance at meetings and functions.
- E. Prepare projection of budgetary needs for the school year by each March 15. Such lists should place needs in order of priority.

ARTICLE VII **NOMINATING COMMITTEE**

- A. Appointment of the Nominating Committee - At the BOOSTERS Board of Directors meeting directly preceding the February general meeting of the members, the Board of Directors shall appoint three active members to serve on the Nominating Committee. At the February general meeting of the BOOSTERS, two additional general members shall be elected from the floor to complete the committee. The Parliamentarian shall serve as Chair of the Nominating Committee, with no vote.
- B. Function of the Nominating Committee - At the April meeting of the BOOSTERS, the Nominating Committee shall present one or more candidates for each office. The Committee shall not present any member as a candidate without first obtaining his/her consent.
- C. Written notice of a list of the candidates shall be provided to the general membership at least one week before the election.
- D. Additional nominations for any of the elective offices may be made from the floor.

ARTICLE VIII
FUNDS

- A. The funds of the BOOSTERS shall be obtained from four primary sources and all expenditures will be made according to Article VIII, Section E & F.
 - 1. Dues from members.
 - 2. Gifts and contributions.
 - 3. Proceeds from approved fund-raising activities.
 - 4. Annual fair share donation requested of each student participating in the PROGRAM that can be satisfied by cash donation or by earning credits working on fund-raising projects, or excused in full or in part by the music director upon a showing of inability to contribute.
 - B. The dues of the BOOSTERS shall be established each year by a majority vote of the Board of Directors. Dues are payable by the first general meeting each fall to remain a member in good standing.
 - C. The Board of Directors may not increase dues by a factor of more than 20% of the prior years' dues without approval of a majority of the general membership present at a general meeting where the issue of dues has been previously placed on the agenda.
 - D. The Funds of the BOOSTERS shall be designated as follows:
 - 1. Funds allocated to approved annual budget items.
 - 2. Funds allocated to student accounts.
 - 3. Unallocated reserve funds.
 - E. Expenditures of funds for any items identified in the approved annual budget may be disbursed at any time by the Treasurer.
 - F. The annual budget as developed by the Board of Directors will be approved by a majority vote of the May general membership meeting. Upon approval of the Board of Directors, the Treasurer may disburse funds more than the budgeted amount for any budget item, provided sufficient funds are available in the unallocated reserve and the total budget overrun does not exceed 10% of the total budget. All Budget revisions must be approved by a majority vote of the general membership.
 - G. No officer or committee chair or members shall receive compensation for services rendered to the BOOSTERS except such members shall be entitled to a reimbursement for actual budgeted expenses incurred in the performance of their duties. Exception: Reimbursement for emergencies may be retroactively approved by the Board of Directors. The amount is not to exceed the unallocated reserve funds.
6. The BOOSTER'S Fiscal Year shall be from July 1 to June 30 of each year.

ARTICLE IX

AMENDMENTS

By-laws of the BOOSTERS may be altered, repealed, or amended by the affirmative vote of two-thirds of the members present and voting, at any regular or special meeting of the BOOSTERS, provided those proposed alterations, repeal, or amendment be provided to the general membership one week before the meeting.