



APPENDIX 2

BY - LAWS



AYALA BAC BY-LAWS

Article I: Name

The name of this organization is “Ayala Band and Color Guard Boosters.”

Article II: Purpose

The specific purposes of this organization are

- To provide support from parents to improve the quality of education for those students in the Ruben S. Ayala High School (Ayala or School) Band and Color Guard Program (BAC).
- To further the best interests of the Ayala BAC and the musical education of its students.
- To promote and administer the fundraising efforts at the discretion of the Band Director.
- To support, whenever possible and within reason, the Band Director in his duties in connection with the BAC.

Article III: Executive Board

The Executive Board shall be comprised of elected officers and the School Band Director, all of whom shall be members of the organization.

The Executive Board

- Shall transact necessary business between general meetings of the organization, prepare an agenda, and transact other business, which may be referred by the organization.
- Shall fill all vacancies of offices, including that of the President with a simple majority and with approval at the next General Membership Meeting.
- Shall maintain a simple majority (half plus one member) present in order to transact any business or vote at an Executive Board Meeting.
- May authorize the payment of organizational bills within the budget adopted by the membership and, between meetings of the organization without approval of the organization at a general meeting may authorize the payment of unallocated expenditures not to exceed \$200.00.

Article IV: Officers and Elections

SECTION 1 – OFFICERS

The officers of this organization shall be President, Vice President of Adult Services, Vice President of Student Services, Secretary, Treasurer, Student Finance Director, Ways and Means Director, Tour Director, Communications Director, Hospitality Director, and Event Director.

Each officer shall have one vote at the Executive Board Meetings.

All officers must attend all meetings whenever possible.

Any officers not executing the duties of their office may be removed by a majority vote of the Executive Board. The vacancy shall be filled in accordance with Article III.

In order to maintain the simple majority and the integrity of the Executive Board, only one family member can serve on the board at one time. Override to this must be presented to the entire booster club and all implications explained. If so deemed necessary with majority approval of booster club, 2 family members may serve.

SECTION 2 – ELECTIONS

Elections shall be conducted during the General Membership Meeting held in the month of January each year.

Voting is limited to members in good standing as defined in Article VII present at the meeting.

Written or email nominations for office shall be made by members in good standing a minimum of 7 days prior to the elections.

Nominations from the floor may be made at the December and January General Meetings.

Any member in good standing as defined in Article VII may be nominated for an office.

Any office with two nominees shall be voted on by written ballot by the members present at the January meeting, or absentee ballot due prior to the start of the January meeting, or via email response, 24 hours prior to the start of the January General Booster Meeting subject to terms of Article VII one email per family.

Article V: Duties of Officers and Directors

SECTION 1 – PRESIDENT:

The President shall:

- Preside over all meetings of the General Membership and the Executive Board.
- Coordinate the work of officers and committees.
- Sign all checks with the Treasurer or Vice President whenever possible.
- Be a member ex-officio of all committees except the Nominating Committee.
- Serve as direct contact to the Audit Committee.

SECTION 2 – VICE PRESIDENT OF ADULT SERVICES:

The Vice President of Adult Services shall:

- Assist the President and shall perform the duties of the President in the absence or inability of that officer to act.
- Serve as coordinator of logistics for all competitions and events.
- Sign all checks with the President or Treasurer whenever possible.
- Coordinate and organize committees to maintain equipment, semi trailer, props and anything else deemed necessary by the Band Director, his Staff or Executive Board.

SECTION 3 – VICE PRESIDENT OF STUDENT SERVICES:

The Vice President of Student Services shall:

- Assist the President and shall perform the duties of the President in the absence or inability of both the President and the Vice President of Adult Services to act.
- Assist the Band Director as coordinator of students at competitions and events. Coordinate adult chaperones for competitions and events. Provides adult training and supervision of chaperones.
- Order and distribute necessary equipment, merchandise and supplies to students.
- Coordinate and manage annual fittings, cleaning and maintenance of uniforms.
- Maintain inventory control for uniforms, student supplies and all booster merchandise.
- Serve as liaison between the organization and students. Manage committees as designated by the Executive Board.

SECTION 4 – SECRETARY:

The Secretary shall:

Keep an accurate record of the proceedings of all meetings of the organization and the Executive Board in a notebook/electronic file, which shall be the legal record of the organization.

Conduct the necessary correspondence of the organization upon the authorization of the President, Executive Board or membership.

Prepare a list of unfinished business for the use of the President.

Record all expenditures in the minutes.

Keep a current list of the members of the organization.

Keep a current copy of the approved by-laws.

Serve as director to of the Membership and Publicity Committees.

Catalog and archive the current year's records. Retrieve historical records as required.

SECTION 5 – TREASURER:

The Treasurer shall

Maintain an accurate record of deposits and expenditures of the organization.

Add all monies of the organization and deposit them in the bank account set up in the name of the organization.

Present at all meetings of the organization a Treasurer's report delineating all activities of income, expenditures, adjustments, changes, fund balances, and the financial performance of the organization against the approved budget.

Make an annual financial report to the organization, which includes gross receipts and disbursements for the year.

Present the organization's books to an accountant for purposes of filing annual tax returns.

Sign all checks with the President or Vice President of Adult Services.

Prepare and present the annual budget at all meetings requiring such.

Serve as Director to the Finance Committee.

Work with the Student Finance Director for collection and accounting of student fees.

SECTION 6 – WAYS AND MEANS CHAIRPERSON:

The Ways and Means Chairperson shall:

Chair the Fundraising Committee.

Present all fundraising ideas to the Board.

Direct the chairperson (s) and volunteers for each fundraising event.

Coordinate the necessary paperwork for approval by the Executive Board, school district and Ayala school administration for events.

Prepare electronic records of each event for audit.

SECTION 7 – TOUR DIRECTOR

The Tour Director shall

Chair the Tour Committee.

Prepare a budget for each tour. Maintain expenditures to meet budgetary guidelines for all tours.

Coordinate Adult Chaperones, training and travel fees associated for each tour.

Verify tour accounting and submit timely to the Treasurer for auditing.

SECTION 8- EVENT DIRECTOR

The Event Director shall:

Recruit and coordinate the Event Chairpersons for hosted events or other — activities approved by the current Executive Board.

Coordinate the necessary paperwork for the Executive Board, school district and school administration for approval of events.

Serve as a liaison between the Executive Board and event chairman.

Supervise preparation of budget needs for hosted events. Maintain expenditures to meet budgetary guidelines for those events.

SECTION 9 – HOSPITALITY DIRECTOR

The Hospitality Director shall:

Be responsible for assisting the Vice President of Student Services as directed.

Shall be in charge of coordinating Hospitality Committee to provide food, refreshments, water for band student functions, booster events, and other functions when requested by the Executive Board. Such activities may include, but are not limited to marching band summer camps, all student competitions, football games, band practices and other events as directed.

Be responsible for organizing Hospitality supplies and maintenance of such inventory in the booster storage bins.

SECTION 10 – COMMUNICATIONS OFFICER:

The communications officer shall

Be the one source of all BAC communications so that all members are getting the same information.

Provide timely updates via email to all members of the organization.

Gather information and publish a monthly newsletter to be provided to all members of the organization.

Oversee the content and quality of the Ayala BAC web site.

SECTION 11– STUDENT FINANCE DIRECTOR:

The Student Finance Director shall:

Assist the Treasurer with Financial Duties.

Have primary responsibility for maintaining information on student accounts.

Coordinate the logging and transfers of funds from such items as travel and fundraisers into student accounts.

SECTION 12 – SCHOOL BAND DIRECTOR:

The School Band Director shall:

Be responsible for the health, care, and well being of all students.

Administer and document any disciplinary action of any student.

Maintain responsibility for the actions of all contracted professionals while — acting on behalf or representing the Ayala Band & Color Guard. Coordinate the fingerprinting for all paid instructional staff.

Act as liaison between the organization and the School District and/or school administration.

Act as an ex-officio and non-voting member to the Executive Board and Ayala Band and Color Guard Boosters. Band Director shall see that the Ayala Band and Color Guard Booster activities are conducted in accordance with the Chino Valley Unified School District policies and procedures.

Article VI: Meetings

General Meeting: General Meetings shall be held monthly unless otherwise ordered by the membership or the Executive Board. Meetings shall be held on the first Thursday of each month as far as it is possible using good judgment. Written notice of the change of a meeting shall be posted if possible and every attempt to notify members should be made as time allows. General Meeting agendas and minutes from the previous general meeting will be available to all members wishing to inspect them within the month in which the meeting occurred.

Executive Board Meetings: Executive Board Meetings shall be held monthly unless otherwise ordered by the membership or the Executive Board. Meetings shall be called on the third Thursday of each month as far as it is possible using good judgment. The President or Secretary acting by request of the President shall give written or verbal notice of a change of meeting to each available member as early as possible. Meetings are open to all members. Members will be given the opportunity to speak on agenda and non-agenda items as time allows after agenda items have been presented. The General membership is given time during the General Meetings and should not plan on extensive discussion during the Board Meeting. Additional Board Meetings can be called by the President or Band Director for special circumstances as needed and may be deemed closed sessions for Board members only.

Annual Election: The general meeting in January shall be the annual election meeting, at which time officers shall be elected.

Motions: The privilege of making motions, debating, and voting shall be limited to members in good standing of the organization who are present.

Article VII: Membership

Membership shall be open to all families interested in the organization and its goals.

One family unit shall constitute a member and shall be limited to one vote at meetings.

The term of membership is from June 1st to May 31st of each year.

Article VIII: Government Compliance

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes; and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code.

No part of the net earnings of this organization shall ever inure to or for the benefit of or be distributable to its members, trustee, officers or other private persons, except that the association shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities, not permitted to be carried on, by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code.

The rules contained in the current edition of Roberts Rules of Order shall be used as guidelines to govern this organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.