

Warm Springs Middle School

Instrumental Music Program



Warm Springs Band Aids By-Laws

June 1, 2018

WARM SPRINGS BAND AIDS BYLAWS

ARTICLES OF ORGANIZATION

ARTICLE I

ORGANIZATION NAME

Section 1. Name

The name of this Organization is the "Warm Springs Band Aids." which is a non-profit Section 501(c)3 Organization, registered with the Murrieta Valley Unified School District and the State of California. Hereafter in these by-laws that organization will be referred to as the "Band Aids"

This Organization is a nonprofit PUBLIC BENEFIT ORGANIZATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Association Law for public purposes.

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 2. Location

The principal office of the Organization shall be Warm Springs Middle School, 39245 Calle De Fortuna, Murrieta, CA 92563 or other location as determined by the Executive Board.

ARTICLE II

PURPOSE AND MISSION

Section 1. Purpose

The purpose of this organization shall be to provide physical, financial, and morale support to the students of the Instrumental Music Program, its Auxiliary Programs, its Directors and Agents, and to create a bond between the Band and the community such that their united efforts will secure, for every student, the highest educational and performance advantages and opportunities available.

Section 2. Mission

The mission of this organization shall be stated as:

“The Warm Springs Band Aids will promote and encourage the education and associated activities of the music students and performing groups of the Vista Murrieta High School Instrumental Music Department.”

ARTICLE III

OBJECTIVES

- A. The Band boosters shall aid, assist, organize, and support the Instrumental Music Program with fund-raising and other activities as may be requested by the Instrumental Music Director, hereafter referred to as the “Director”.
- B. The student performing groups include, but are not limited to, the following:
 - 1. Concert Bands & Wind Ensembles
 - 2. Jazz Bands
 - 3. Indoor Percussion Ensemble
 - 4. Any other group organized under the Instrumental Music Program

ARTICLE IV

MEMBERSHIP

Membership in the Warm Springs Band Aids organization shall consist of parents of students currently enrolled in the program, parents of students previously in the program who graduated or left the program in good standing, or any interested person who subscribes to the purposes and objectives of this Organization.

ARTICLE V

EXECUTIVE BOARD

Section 1. Members and Voting Rights

- A. The voting members of the Executive Board shall consist of the officers of the organization. The non-voting member(s) shall consist of the Director(s).
- B. The President(s) of the organization shall serve as the Chairperson of the Executive Board.

Section 2. General Duties of the Board

- A. The Executive Board shall be responsible for the management of the Organization's funds and assets.
- B. The Executive Board, by majority vote, shall have the power to authorize the undertaking of contractual obligations on behalf of the organization.
- C. The President(s) shall present an annual proposed financial budget for the following year at the May Executive Board meeting for preliminary review. The annual financial budget, for the following year, shall be presented and voted on for final approval at that May Executive Board meeting.

Section 3. Term of Office

The term of office shall be for one year and shall coincide with the term of office for the President(s), all Vice Presidents, Recording Secretary, and Financial Secretary.

Section 4. Vacancy

A vacancy on the Executive Board shall be deemed to exist in the case of the death, resignation, disability, or removal of an officer from appointed office, or if the officer abandons the responsibilities of the office as determined by the Director(s). The Director(s) may fill any vacancy on the Executive Board for the unexpired term of the officer.

Section 5. Meetings

- A. Executive Board meetings shall be held at a date, time and place designated by the President(s) whenever matters of business deem it necessary.
- B. The President(s) shall notify the other Executive Board members of the date, time and place of meetings in writing, electronic mail (e-mail), or by telephone.

- C. Special meetings of the Executive Board may be called at any time by the President(s), or if the President(s) is/are unable or refuses to act, by any two Executive Board members.

Section 6. Quorum

A majority of the Executive Board shall constitute a quorum for the transaction of business.

ARTICLE VI

OFFICERS

Section 1. Officers

- A. The officers of this organization will be appointed by the Director(s) and shall consist of the:
 - 1. President(s)
 - 2. Vice President - Finance
 - 3. Vice President - Fundraising
 - 4. Vice President – Volunteers
 - 5. Vice President – Ice Cream
 - 6. Vice President – Percussion
 - 7. Vice President – Concert Concessions
 - 8. Recording Secretary
 - 9. Financial Secretary
- B. The appointment of officers by the Director(s) shall be made prior to the June Executive Board meeting.
- C. The order of officers above shall not be construed as an order of succession nor shall it be interpreted as a chain of command

Section 2. Term of office

The appointed term of office shall coincide with the fiscal year, June 1st to May 31st. The period from April 1st through May 31st will serve as a transition period between the outgoing board and the incoming board.

Section 3. Vacancies

Filling a vacancy of an officer caused by death, resignation, disability, or by removal from office, shall be appointed by the Director(s) and will serve the remainder of the term.

Section 4. Removal

Any voting member of the organization may initiate an impeachment of an appointed officer. A petition signed by 1/3 of the voting members will constitute cause for such impeachment. 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 a 2/3 vote of eligible members present.

ARTICLE VII

COMMITTEES, COORDINATORS, AND OTHER POSITIONS

Section 1. Establishment of Committees and Positions

There shall be committees and coordinators, and other positions established by the Executive Board as may be required to carry on the business of the organization. The Executive Board may, at any time, create such other committees or eliminate committees and positions, as the business of the Organization requires.

Section 2. Appointment

Coordinators and other positions shall be appointed by the President(s) with a majority vote of approval from the Executive Board.

Section 3. Term of Office

The appointed term of office shall coincide with the fiscal year, June 1st to May 31st. The period from April 1st through May 31st will serve as a transition period.

Section 4. Vacancies

Filling a vacancy of a coordinator, or any other position shall be appointed by the President(s), with a majority vote of approval by the Executive Board.

Section 5. Removal

When a coordinator, or any other appointed position is not fulfilling their responsibilities as prescribed in these By-Laws or engages in conduct injurious to the organization or its purposes, the Executive Board by a two-thirds (2/3) affirmative vote, may remove the individual from the position and declare the chair vacant.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1. President(s)

- A. Carry out the purposes of the Organization in accordance with the Articles of Incorporation and the Organization's By-laws.
- B. Shall preside at all meetings of the Executive Board and the general membership.
- C. Act as Parliamentarian to ensure that meetings are conducted in accordance with Robert's Rules of Order and/or the standing rules established by the Board.
- D. Ensure all officers and coordinators perform their duties in the best interests of the corporation.
- E. With the approval of the other appointed officers, appoint or replace coordinators as needed.
- F. Prepare a yearly calendar agenda and help prepare the proposed annual budget.
- G. Be an ex-officio member of all committees.
- H. Serve as an advisor to the Executive Board during the year following his/her elected term as needed.
- I. Signature authority for all checking disbursements.
- J. Serve as advisor to incoming students and parents.
- K. Prepare an end-of-the-year report to aid the incoming President(s).

Section 2. Vice-President - Finance

- A. Keep proper fiscal records and accounts of the organization in accordance with the following basic guidelines:
- B. Receive, record, and promptly deposit, and disburse all funds of the Organization subject to controls established under Article XII of these By-Laws. All transactions shall be documented by receipts, signed requests, or checks. All checks shall be signed by two authorized signatures.
- C. Prepare monthly financial statements showing all income and disbursements.
- D. Prepare an end-of-the-year report to aid the incoming Vice President - Finance.

Section 3. Vice-President - Fundraising

- A. Coordinate all fund-raising projects, subject to Executive Board approval.
- B. Establish fund-raising committees as necessary and approved by the Board.
- C. Keep a detailed record of all fund-raising events.
- D. Remit monies from all fund-raising projects to the Vice President - Finance within one week of the close of the event.
- E. Serve as advisor to all other fund-raising coordinators to ensure successful fund-raising efforts and compliance with procedures and policies approved by the Board.

- F. Performs other responsibilities assigned by the President.
- G. Oversee, and appoint, coordinators to handle individual fundraisers.
- H. Prepare an end-of-the-year report to aid the incoming Vice-President - Fundraising.

Section 4. Vice President – Ice Cream

- A. Train ice cream volunteers and coordinate their working schedules/ shifts.
- B. Order and restock ice cream
- C. Provide the treasurer with receipts
- D. Work one lunch shift/week selling ice cream
- E. Maintain freezer, such as defrosting, as needed
- F. Maintain the supply freezer (e.g. deposit slips, cash box, coin wrappers, ice cream flag)
- G. Ensures a smooth and timely transition to the next appointee

Section 5. Vice President - Volunteers

- A. Works with the Executive Board and the band director to obtain volunteers for various band activities as needed (concert concessions, ice cream sales, drink and food donations)
- B. Creates a Sign Up Genius tool to facilitate obtaining parent volunteers.

Section 6. Vice President – Percussion

- A. Serve as a chaperone at all band events and/or trips that include the percussion ensemble.
- B. Present all indoor percussion fund-raising proposals to the Board for approval.
- C. Keep a detailed record of all fund-raising events and submit a summary report to the 1st Vice President within two weeks of the completion of the event.
- D. Remit monies from all fund-raising projects to the 1st Vice President within one week of the close of the event.
- E. Present a monthly report of all percussion activities, including upcoming performances and important rehearsal dates, and other needs, at the general Band Aids meetings.
- F. Assist the percussion coaches in communicating with parents and students, creating competition call sheets, logistics needs, costume measurements
- G. Gather and keep all student medical forms and parent volunteer forms in a binder
- H. Coordinate organizing car pools for all events during the winter guard season.
- I. Act as liaison to VMHS Percussion Ensemble

Section 7. Vice President – Concert Concessions

- A. Responsible for set up prior to concert including tables, ice chests, ice, etc.
- B. Works with volunteer coordinator to coordinate food and drink donations.
- C. Works with volunteer coordinator to ensure volunteers work the night of the concert.
- D. Coordinate with treasurer to make sure of the delivery of the cash box with startup money.
- E. Communicates inventory needs to the volunteer coordinator before concerts

Section 8. Recording Secretary

- A. Keep and record in a permanent file, the minutes of all general and special meetings of the General Membership and Executive Board.
- B. Present minutes for approval at meetings of the general Band Boosters, and Executive Board.
- C. Signature authority for check disbursements.
- D. Prepare an end-of-the-year report to aid the incoming Recording Secretary.

Section 9. Financial Secretary

- A. When there is no financial secretary, these duties may be assigned to the treasurer.
- B. Performs such other duties as may be delegated to the Financial Secretary by the Executive Chair and/or Treasurer.
- C. May receive all monies, check amounts for accuracy, and issue a numbered receipt for all transaction. All receipts should be accounted for and numbered.

ARTICLE IX

GENERAL BAND BOOSTER MEETINGS AND VOTING PRIVILEGES

Section 1. Meetings

There shall be periodic Band Aids meetings held as required and designated by the President or Music Directors. If necessary, business of these general meetings will be transacted by a simple majority vote of eligible voting members present.

Section 2. Voting

Voting privileges will be limited to voting members. Hereafter, in these by-laws, members entitled to vote in general and/or special meetings will be referred to as “eligible members”.

ARTICLE X

ADVISORS

Section 1

The school/district appointed advisor(s) for the Warm Springs Band Aids shall be the Warm Springs Instrumental Music Director(s) and the appointed Warm Springs Middle School Administrative Advisor or their appointed representatives.

Section 2

The Director(s) is/are neither a member of the Band Aids, Executive Board, nor an officer of the Organization and cannot be held responsible/liable for the Organizations actions. The Director(s) shall serve in an advisory role only and shall not have any voting privileges. The Advisor(s) will aid and advise the Organization as needed to the best of his/her ability.

Section 3

The Advisor(s) shall see that the Organization conducts its meetings and business transactions in accordance with the Murrieta Valley Unified School District policies and within the governing local, state, and federal laws.

Section 4

The Advisor(s) shall encourage all parents and alumni to support the Organization by their attendance at meetings and Instrumental Department events/functions.

Section 5

The Advisor(s) shall submit a proposal of projected needs for the school year to the Executive Board before the May Executive Board meeting. Such lists should place needs in order of priority.

ARTICLE XI

FUNDS

Section 1. Funds

The funds of the Organization shall be obtained from two sources:

1. Gifts, donations, and contributions
2. Proceeds from fund-raising activities

Section 2. Fundraising Activities

All fundraising activities representing the Warm Springs Middle School Instrumental Music Program, Band Aids, or any student performance group within the Warm Springs Middle School Instrumental Music, shall be approved by the Executive Board prior to entering into any fundraising agreement. The initial, formal, request for approval shall be submitted to the Vice President - Finance at least 30 days prior to the proposed fundraising start date.

Section 3. Disbursements

The Vice President - Finance may disburse expenditures of funds, not exceeding the budgeted amount, for any item specifically identified in the approved annual budget at any time. Funds approved shall not be in conflict with the Articles of Incorporation.

All expenditures shall be approved first by a President, or the Vice President – Finance.

Section 4. Non-Budgeted Items

Non-budgeted items and expenditures exceeding budgeted amounts will be approved by a majority vote of the Executive Board. In emergency situations, the Director(s) shall approve non-budgeted items or expenditures that exceed budgeted amounts.

Section 5. Compensation

No officer, committee chairperson or member shall receive compensation for services rendered to this Organization, except such members, shall be entitled to a reimbursement for actual necessary expenses incurred in the performance of their duties. Such reimbursements must be duly approved by the President.

Section 6. Fiscal Year

The Organization's Fiscal Year shall be from June 1 to May 31.

ARTICLE XII

DISBANDING

Section 1. Director

The Instrumental Music Director(s) has/have the right to recommend disbanding of the Band Aids organization, to the Principal of Warm Springs Middle School, if deemed necessary.

Section 2. Principal

The Principal of, Warm Springs Middle School if deemed necessary, has the right and power to disband any booster organization affiliated or representing the Warm Springs Middle School Instrumental Music Department.

Section 3. Disposition of Assets

Upon disbanding the Warm Springs Middle School Band Aids, Inc. and after payment of all of its debts, the Executive Board is to dispose of its assets/inventory to the Warm Springs Middle School Associated Student Body (ASB) Band Trust Fund in compliance with Section 1900 of the Corporation Law Code of the State of California.

ARTICLE XIII

AMENDMENTS

The By-laws of the Organization may be altered, repealed, or amended by the affirmative vote of two-thirds (2/3) of the voting members present and voting, at any regular or special meeting of the Executive Board. An amendment, calling for the alteration, addition, or repeal to the by-laws must be provided to the Executive Board in writing or by electronic mail (e-mail), one (1) week before the meeting.