

# CALIFORNIA HIGH SCHOOL INSTRUMENTAL MUSIC BOOSTER CLUB CONSTITUTION & BYLAWS

## ARTICLE I - NAME

The name of this organization shall be the California High School Instrumental Music Booster Club, herein referred to as the "Club".

## ARTICLE II - PURPOSE

The California High School Instrumental Music Booster Club is an organization of parents and other interested adults, formed to sponsor programs to advance the Instrumental Music Department and related activities at California High School, and to devise ways and means to finance those programs. It shall be a non-profit organization and shall remain independent of political and other partisan alliances which could affect its operations.

The general purposes and powers are to have and exercise all rights and powers conferred on non-profit organizations under the laws of California, including the power to contract, rent or sell personal or real property, provided; however, that this Club shall not, except or an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of the Club.

The California High School Instrumental Music Booster Club Tax Identification Number is 68-0077940, which is the Tax Identification Number issued by the State of California to the California High School Music Booster Programs.

## ARTICLE III - MEMBERSHIP

Membership in the Club shall be open to any interested adult who is willing to support and work for, and with, the Club.

## ARTICLE IV - GOVERNING BODY

The governing body of the Club shall consist of a President, Secretary and Treasurer, Instrumental Music Director and miscellaneous Committee Chairs. These Officers, Committee Chairs and the Instrumental Music Director shall constitute the Executive Committee of the Club.

Section 1      These officers shall be elected to a one (1) year term by ballot in the month of April and take office at the regular meeting in May.

Section 2      Officers shall serve until their successors are elected.

Section 3      The bylaws shall be read by each duly elected officer as part of the

procedure of their installation.

Section 4 The Executive Committee will formulate policies and make recommendations to be voted on by the general membership and will manage the business affairs of the Club.

Section 5 Committee Chairs shall be by appointment of the President or Executive Committee.

## **ARTICLE V - TERM OF OFFICE AND NOMINATION**

Officers shall take office at the adjournment of the May meeting and shall serve through the following April or until their successors take office. Only those who have consented to serve, if elected, shall be eligible for nomination. Nomination shall be made in the following manner:

Section 1 A Nominating committee shall be elected at the March meeting. The Nominating committee shall consist of three (3) members of the Club, one of which should be retiring Officer. There should also be two (2) alternates elected to serve in the absence of nominating committee members. They shall meet and present a slate of Incoming Officers to the General Membership at the April meeting.

Section 2 Nomination shall also be accepted from the floor, after which elections shall be held.

If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot for that nominee.

## **ARTICLE VI - OFFICE VACANCY**

A vacancy occurring in an office shall be filled by a majority vote of the Executive Committee's remaining members. If the President's office shall be open, it shall be filled by any remaining member of the Executive Committee in an interim capacity until an election can be held. The outgoing President shall remain on the Executive Board as an Advisor for a period of one (1) year.

## **ARTICLE VII - DUTIES OF OFFICERS**

Section 1 President

The President shall preside over all meetings of the Club. Special meetings may be called by the President. He/She will be an ex-officio member of all committees.

Section 2 Secretary

The Secretary shall keep an accurate record of all meetings of the Club and shall perform such other duties as may be delegated. He/She shall ensure that each member of the Executive Committee receives a copy of the minutes prior to the next meeting, which will serve as notice of the meeting.

Section 3      Treasurer

The Treasurer shall receive all monies of the Club, keep an accurate record of receipts and disbursements, pay out local funds only as duly authorized, keep the records of project funds separate from the membership dues, and keep an accurate record of project expenses. The Treasurer shall present a statement of accounts at every meeting. All checks shall be signed by two Officers.

The Treasurer shall submit an Annual Report on a fiscal year basis. The fiscal year shall be defined to be from July 1st to June 30th of the following year. The accounts shall be examined annually by an Auditor or an audit committee of not less than three (3) members plus the President and Treasurer.

Section 4      Committee Chairs

The duties of the standing committee chairs shall be directed by the President.

## **ARTICLE VIII - MEETING AND MEMBERSHIP FEE**

General membership meetings of the Club shall be held as needed, at the discretion of the Executive Committee, but not less than once per quarter. Executive Committee meetings will be held monthly reporting back to the General membership at its next meeting. Robert's Rules of Order should be followed for conducting business at all meetings. The privilege of holding office, introducing motions, debating and voting shall be limited to members whose dues are paid and are in good standing with the Club. Voting approval at all meetings of the Club shall require a simple majority of those in attendance. Membership fees shall be assessed and paid annually and shall be used principally for the ordinary expenses of running the Club.

## **ARTICLE IX - AMENDMENT OF BYLAWS AND COMMITTEE WORK**

Bylaws may be amended by two-thirds (2/3) vote of the Executive Committee and, notice given to the General Membership followed by approval of a simple majority vote of the members in attendance at the following meeting held at least 30 days after the review of the amended bylaws and revisions.

No committee work shall be undertaken without the approval of the Executive Committee. All committees shall report to the Executive Committee and at the General Membership Meetings.

**ARTICLE X - CHARITABLE OR EDUCATIONAL PURPOSES**

The property of the Club is irrevocably dedicated to Charitable and/or Educational purposes and no part of the net income or assets of the Club shall never inure to the benefit of any Director, Officer, or Member thereof or to the benefit of any private individual. Upon dissolution or winding up of the Club, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Club, shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for Charitable or Educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. If this Club holds any assets in trust, or a corporation is formed for charitable purposes such assets shall be disposed of in such manner as may be directed by decree of the Superior Court of the County in which the Club has its principal office, upon petition therefore by the Attorney General or by a person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

**ARTICLE XI - STATEMENT OF NONDISCRIMINATION**

The Club will not discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. The Club's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. This policy of non-discrimination applies to general membership, the election of board members, hiring of personnel, provisions of services to the public, contracting for and purchasing of goods and services, and all other activities of the Club.

Bylaws Amended      December 12, 2013  
Bylaws Adopted      March 21, 2000