

By-Laws of the Bullpup Band Boosters, Inc.

ARTICLE I: Name

The name of this organization shall be the Bullpup Band Boosters, Inc.

ARTICLE II: Purpose

The purpose of this non-profit organization shall be to promote all areas of the music program at Hanford High School: Marching Band, Color Guard, Jazz Band, Winter Percussion, Winter Guard and Concert Band. The organization will provide financial assistance as deemed appropriate by the executive board of the organization.

ARTICLE III: Membership

Booster Membership: any interested persons may be members of the Bullpup Band Boosters as long as they are volunteers approved by the high school district.

Members is divided in regular membership and full membership. Full membership is awarded to a person attending two (2) or more consecutive meetings and who participate in supporting the goals of the organization. Only full members of the organization can vote.

ARTICLE IV: Officers/Executive Board

The officers of the Bullpup Band Boosters will consist of a President, a Vice-President, a Secretary, and a Treasurer. Each officer will serve for one year, or until the next elections are held. Officers shall take office on July 1st of each year. All Officers of the Executive Board are required to attend the monthly meetings to ensure Booster business and activities are carried out. Any member of the Executive Board who misses two (2) consecutive meetings may be replaced by the Executive Board by vote of the full members in attendance.

Section 1: Duties of the Officers/Executive Board

President: The President shall conduct all regularly scheduled meetings. The President does not have a vote, but will cast his/her vote only in case of a tie in a vote. The President can sign written contracts or obligations of the Bullpup Band Boosters.

Vice-President: The Vice-President shall take up the position of President, if the President is absent. The Vice-President can sign all written contracts or obligations of the Bullpup Band Boosters.

Secretary: The Secretary shall be responsible for keeping records of all Bullpup Band Booster meetings. The Secretary shall have copies of minutes of the previous meeting available for all members at the next general meeting.* The Secretary shall conduct all correspondence of the Boosters at the direction of the President. The Secretary shall maintain a current list of all persons with full membership privileged (voting) for the meetings.

Treasurer: The Treasurer is in charge of all monies. The Treasurer will maintain records of transactions, provide financial reports for all meetings and is the primary Signer on all checks issued by the organization.

Section 2: Executive Board Meeting

The members of the Executive Board will meet before the beginning of each school year with the Band Director. The Purpose of this meeting is to discuss the needs, wants and wishes for the program. With these needs, wants and wishes in mind a budget for the school will be comprised. The budget is presented by the Executive Board at the first regular meeting of the school year.

Section 3: Committee Chairpersons

Committee Chairpersons shall be designated as needed with the approval of the Executive Board. Committee Chairpersons must be in good standing and will manage all communications with fundraising entities, process all proceeds and orders, confirm paperwork in a timely manner and provide a closing summary at the end of the event. Any Committee Chairperson will strive to keep the Executive Board updated on the status of current event.

ARTICLE V: Meetings

One (1) meeting per month is held during the regular school year (August-May). The meeting in May shall be held mainly to establish the new Executive Board. The time and day of the monthly meetings shall be designated by the Executive Board and published to all prospective members. All meetings with the exception of the Executive meeting are to be held at Hanford High School, 120 E. Grangeville Blvd., Hanford.

Section 1: Voting Procedures

All major decisions regarding Booster activities shall be determined by voting. Voting is a privilege extended only the Vice-President, Treasurer, Secretary and persons with full membership. The President may only cast his/her vote as a tie-breaker as needed.

Section 2: Quorum

In order to facilitate the business of the organization, three (3) members of the Executive Board and a majority vote of full members in attendance shall constitute a quorum.

ARTICLE VI: Fundraising and Fund Distribution

All monies raised will be disbursed to enhance the different programs that make up the Music Program at Hanford High School. Fundraising and the disbursement of funds will adhere mainly to the items on the annual budget (Article IV, Section 2). Any additional expenditure requests must be submitted to the Executive Board during the next regularly scheduled meeting for consideration and/or approval.

The Treasurer shall deposit all funds of the organization into the account maintained by the organization for this purpose. All deposits/disbursements shall be made as soon as practicable upon receipt of the funds or orders for payment.

Section 1: Financial Controls

The organization shall ensure the integrity of its fund by utilizing the following rules:

1. All expenses must be approved by membership.
2. All checks must be signed by two (2) officers that are authorized for signing.*
3. A committee of two (2) persons without check signing authority shall annually audit all finances of the organization and present an audit report by the second business meeting of the year.
4. No loans shall be made to any person for any reason.
5. Any monies given to a designated fund shall only be used as such.
6. All required tax forms shall be filed in a timely manner by the Treasurer and records of these filings are to be kept for review.
7. All requests for reimbursement shall be made using the "Request for Reimbursement" form and be signed by two (2) persons with check signing authority prior to a check being made.*
8. No payment by the Bullpup Band Boosters will be made to provide for pay for articles or items for personal use by staff or students.
9. All bills or invoices shall be signed by two (2) persons with check signing authority.*

Section 2: Record Retention

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's Financial Report/Statement.	Store in Band Director's file.	Permanent.
Treasurer's Reports, periodic	Compile and file records on yearly basis. Keep in Treasurer's binders.	Three (3) Years. Store with Financial records. Destroy after three (3) years.
Bank statements, cancelled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents.	Compile and file records on a yearly basis.	Seven (7) Years. Store with Financial records. Destroy after seven (7) years.

ARTICLE VI: Amendments

These By-Laws may be amended when necessary by a two-third majority of the voting membership, including the Executive Board. The proposed amendment/s must be submitted in writing to the voting membership at a regular meeting.

ARTICLE VII: Conflicts of Interest

1. *Existence of Conflict, Disclosure.* Directors, officers, employees and contractors or Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any directory, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. In any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict
2. *Non-participation in Vote.* The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

3. **Minutes of Meeting.** The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

4. **Annual Review.** A copy of this conflict of interest statement shall be furnished to each Director or Officer, employee and/or contractor who is presently serving the corporation, or who hereafter becomes associated with the corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors; and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their officers.

**Denotes change or addition to existing By-Laws published January 14, 2016*

***Personal Property:** Boosters will no longer be responsible for anyone's personal property whether it gets lost, stolen, or damaged.

*** Trailers and Gator Maintenance:** Any type of repairs will only be done by the HJUHSD Bus shed.

These By-Laws were approved at a regular meeting of the voting membership of the Bullpup Band Boosters on March 9 2017.



Michele Phillips,
Bullpup Band Booster's Secretary