

By-Laws of  
The Bands of Cathedral City High School  
Band Booster Organization, Incorporated

A California Nonprofit Public Benefit Corporation

**Article One**  
**Organization Name**

- 1.1 The name of this organization shall be The Bands of Cathedral City High School Band Booster Organization, Inc. (“Corporation”).

**Article Two**  
**Organization Purposes**

- 2.1 This non-profit organization shall exist exclusively for the sole purpose of supporting the endeavors of the Band Program at Cathedral City High School.
- 2.2 The Cathedral City High School Band Booster Organization will act to the best of its’ abilities to promote, build, and maintain interest in the CCHS Band Program and its’ components; and will further support these components through all possible encouragement and viable fundraising.
- 2.3 The Band Booster Organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Service Code of 1954, as amended (“Code”). All references to the code contained herein are deemed to include corresponding provisions of any future United States internal revenue law or regulation.
- 2.4 The Cathedral City High School Band Booster Organization will not interfere with, and possess no authority to address the curriculum of the CCHS Bands, or direction of the Cathedral City High School Director of Bands. Should a situation arise in which the Band Booster Organization should violate the statutes set forth for the organization in this regard, the Organization may be disbanded by The Cathedral City High School Director Of Bands, or CCHS Administration.

**Article Three**  
**Participation**

- 3.1 Participants in the Cathedral City Band Booster Organization shall consist of any educator, parent, guardian, alumni, or community member interested in the progress, and overall development of the Band Program at Cathedral City High School. The Organization does not discriminate with regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other basis prohibited under applicable law.

- 3.2 The Cathedral City High School Band Booster Organization shall not assign, initiate, or enforce the collection of dues, or any other monetary obligation for participation in the Organization.
- 3.3 All participants in the Organization shall possess the ability to voice opinion, and take part in discussion on any item legislated or brought before the Organization at that present time, with general consensus presiding as the operative goal in all making Organization decisions.

#### **Article Four Meetings**

- 4.1 The Cathedral City High School Band Booster Organization shall meet at a time specified by the Band Booster President, or Director Of Bands. The Organization will meet on a monthly basis the first Wednesday or Thursday of the month, or at any other time and date specified by the President or Director Of Bands in accordance with the Organization.
- 4.2 The Organization shall participate in council meetings and activities with the other CCHS Booster Organizations only at a time when there is relevant information pertaining to Band Booster Organization that warrants discussion, or need for further participation by the Organization. Representation by the Band Booster Organization will be maintained on a rotating basis between the Band Booster Executive Board Officers.
- 4.3 The Band Booster President/Director of Bands shall preside over all general assembly meetings held by the Band Booster Organization. The necessity, and structure for the general meetings will be decided by the Band Booster President, Director of Bands and Booster members.
- 4.4 Any extra or special meetings may be scheduled by the Band Booster President, Director of Bands, or Executive Board as deemed necessary. Executive Board members shall meet monthly with the Director Of Bands.
- 4.5 Order of Business at Band Booster Meetings will follow this format:
- Welcome and Agenda Additions.
  - Reports (President, Vice-President, Secretary, Treasurer, and all Coordinators).
  - Reports of any Standing Committees.
  - Unfinished Business and General Orders.
  - New Business.
  - Announcements and Calendar.
  - Adjournment.

**Article Five**  
**Officers and Executive Board**

5.1 The Organization will consist of the following Officers:

-President:

1. Maintain order in the Organization.
2. Coordinate with all other Booster Officers, Coordinators, and Committee Heads, planning assistance as needed.
3. Act as public relations liason on behalf of the Organization. (School Board, City Council, Chamber of Commerce).
4. Coordinate and oversee Bandcamp Booster support, in conjunction with Director Of Bands.
5. Oversee Phase One of the Silent Auction: Community Canvassing.
6. Assist with Phase Four of Silent Auction: Event Flow/Support.
7. Assist with planning Restaurant of The Month Fundraiser.

-Vice President:

1. Maintain order in the Organization.
2. Coordinate with all other Booster Officers, Coordinators, and committee heads, planning assistance as needed.
3. Act as public relations liason on behalf of the Organization. (School Board, City Council, Chamber of Commerce).
4. Plan/Coordinate the Band Booster Parent Mixer.
5. Oversee Phase One of the Silent Auction: Community Canvassing.
6. Assist with Phase Four of Silent Auction: Event Flow/Support.
7. Assist with planning Restaurant of The Month Fundraiser.

-Treasurer:

1. Responsible for handling the funds for the Band Booster Organization. Funds from the organization will be maintained in a local bank account.
2. This person will deposit all monies in the name of the Organization, disperse those funds as needed by the Organization.
3. Keep records of all transactions, and provide an accurate financial report at all meetings, and at the request of the Director of Bands.
4. Oversee Phase Three Of Silent Auction: Financials/Pricing.
5. Assist with Phase Four of Silent Auction: Event Flow/Support.
6. Work with Director of Bands to coordinate and pre-plan income and payout from scheduled fundraisers.

7. Assist with planning Restaurant of The Month Fundraiser.

-Secretary:

1. Maintain an organized, orderly record of all necessary Band Booster meeting information and minutes.
2. Submit word-processed minutes of all Band Booster Meetings (General and Executive Board) by the following meeting.
3. Have charge of, and attend to all necessary correspondence on behalf of the Organization.
4. This person shall notify the Band Booster President of all correspondence relating to the activities of the Band.
5. Plan and maintain a regular newsletter. (Fall/Winter/Spring)
6. Oversee Phase Three Of Silent Auction: Correspondence.
7. Assist with Phase Four of Silent Auction: Event Flow/Support.
8. Assist with planning Restaurant of The Month Fundraiser.

-Band Director (Ex Officio): This position is permanently held by the Cathedral City High School Director of Bands.

- 5.2 Officers and Coordinators will keep reports of the business designated to their position (for example, secretary's minutes, treasurer's monthly financial statement). All monthly reports will be turned over at year's end to the appropriate incoming member. All notes, documents, reports, and equipment are the property of the Organization and shall be turned over at year's end to the incoming officer, team leader, or Board member. This is to be done by the Officer Initiation Date.
- 5.3 The Executive Board shall consist of but is not limited to five members from the general booster membership. Three of the Executive Board members will be appointed by the Director of Bands.
- 5.4 Band Booster Executive Board members must be conferred upon by the Booster General Membership on a yearly basis in May. The length of term for the Band Director Board Appointees is three years or two years, with members split so as to prevent Board Members ending terms at one time. Any Executive Board member or Officer's term may be extended or shortened at the invitation of the Director Of Bands.
- 5.5 The Executive Board positions shall be conferred upon and approved by the Board of Directors via nomination by the general membership. The length of term for the office of Treasurer, and Secretary shall be one year's time and may be extended or shortened at the invitation of the Band Booster President, or at the discretion of the individual with confirmation by Executive Board.
- 5.6 The Secretary's book, the Treasurer's book, and all other pertinent data shall be

turned over to the respective incoming officers at the by the Officer Initiation Date. These records are to be kept for five years.

- 5.7 All new Executive Board Members, Officers, and Coordinators will officially begin their term in office on the date of June 15<sup>th</sup> at 12:00 noon, or upon being recognized at the Band Awards Banquet, whichever should occur first.
- 5.8 No employee of the Palm Springs Unified School District shall serve the Band Booster Organization as treasurer or be an official signatory for the Organization.

### **Article Six Committees and Coordinators**

- 6.1 All committees, standing or special, may meet as often as needed. Committee meetings will be chaired by the committee chairperson.
- 6.2 Committees may consist of one or as many persons as necessary.
- 6.3 All coordinators will keep records of their activities and will be turned over, at term's end, to the incoming leader, with a copy all of records submitted to the Organization Secretary by the Officer Initiation Date. Coordinators records should be word-processed.
- 6.4 The following Coordinator Positions are:
- Equipment Coordinators: Oversee the security of all Band Equipment, and work with the Band Booster President, and Band Equipment Team to initiate, plan, and select a team member to be responsible for transporting the band trailer(s) and equipment to all local or away performances. This is true whether the performance is for the marching band, jazz band, symphonic band, or percussion ensemble.
  - Garage Sale Coordinator: Work with the Band Booster President and Band Booster members to initiate, plan, and manage the Band Booster Garage Sales. Issues such as location, merchandise setup, marketing and publicity, and staffing must be considered.
  - Band Banquet Coordinator: Work with the Band Booster President, Band Booster members, and CCHS Band Officers to schedule, plan, and structure the annual CCHS Bands Awards and Recognition Banquet.

-Marching Band Meal Coordinator: Work with the Band Booster President, and Band Booster members to plan and structure the bandcamp, pregame, travel, and bus trip meals and snacks for the CCHS Marching Band.

-Band Spirit Booth Coordinator: Work with the Band Booster President, and Band Booster members to maintain and staff the Band Program Spirit Booth during all home football games. Further duties include researching and developing new merchandise with which to offer patrons.

-Uniform and Flag Coordinator: Work with Band Booster President, Director of Visual Activities, and Band Booster members to initiate plan for fitting, sewing, and mending marching band and concert uniforms as well as creating colorguard flags. Further duties include setting marching band drycleaning schedule, searching for all necessary materials and equipment, as well as coordinating assistance in completing the necessary work.

### **Article Seven By-Laws**

- 7.1 All policies, procedures, and protocol pertaining to the operation of the CCHS Band Booster Organization, shall be under the jurisdiction of the Band Booster Officers and Executive Board, and Director Of Bands.
- 7.2 These by-laws may be changed or amended when necessary by, or upon approval of the Band Booster Officers, or Booster Executive Board, or Director Of Bands.
- 7.3 These by-laws may be amended or changed by a vote of participants present at a scheduled General Assembly CCHS Band Booster Organization meeting, provided there has been written public notification of the amendment at the previous general meeting.

### **Article Eight Deposits and Funds**

- 8.1 All funds of, and gifts to the Organization shall be deposited to the credit of the Organization in such banks, trust companies, or other depositories as the Director of Bands, or Executive Board may select by the Organization Treasurer.
- 8.2 Directors and Officers shall not receive any stated fees or salary for their services in their respective positions. These individuals may be reimbursed in such amounts as may be determined from time to time by the Officers for expenses paid while acting on behalf of the Organization.
- 8.2 All funds of, and gifts to the Organization shall be used for the benefit and educational growth of the Cathedral City High School Bands as deemed necessary

by the Director of Bands. The budget for the coming year shall be set and approved by the Band Booster Officers and Executive Board by the end of the fiscal year.

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Signed, Secretary

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Date

\_\_\_\_\_  
Signed, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed, Director of Bands

\_\_\_\_\_  
Date