

Booster Constitution

Constitution
Sheldon High School
Music Boosters

ARTICLE 1: Name

1. The name of the organization shall be Sheldon High School Instrumental Music Booster Association.
2. Hereafter referred to as the booster club, organization, or association.
3. This organization will include the Sheldon High Marching Band, Symphonic Band, Concert Band, Jazz Bands and String Orchestra.
4. The principal office of the organization is at Sheldon High School, 8333 Kingsbridge Drive, Sacramento, CA 95829. The principal mailing address is Post Office Box 292935, Sacramento CA 95829.

ARTICLE 2: Purpose

1. To promote and encourage community/area support of Sheldon High School music programs, with the following objectives:
 - a. To involve the community in supporting the music department.
 - b. To supplement school board support of music department activities.
 - c. To provide financial support for non-school activities and events.
 - d. To encourage students to participate in the activities of the music department booster club.
 - e. To encourage music department exposure.
2. To provide financial assistance and services for the music department and to all supportive units as needed.
3. To aid in the development of student interest in music studies.
4. To promote student leadership and responsibility.
5. To maintain an enthusiastic public interest in all phases of the music department.
6. To cooperate with those in charge of the music department and the school board to the end that the music department maintains the highest possible degree of efficiency and integrity.
7. To build a closer relationship amongst the home and school, parents and the music department may cooperate intelligently in all phases of the school's music program.

8. To aid the music department program in such a manner as members of the organization and the music department directors shall deem fit and proper. The Music department directors include Bands, Jazz Bands, and String Orchestra.
9. To stimulate student and community interest towards the appreciation of the music department programs.
10. To promote and encourage student cultural improvement through appreciation of the performing arts.
11. To actively support all performances of the music department programs.
12. To lend all possible support, both moral and financial, to the music department programs in the school.
13. To keep parents/guardians of music department members and students informed as to the activities and projects of the performing groups.
14. To provide music department members and students those things over and above that which provided by the school board, such as:
 - a. Extra activities throughout the year.
 - b. Refreshments
 - c. Awards banquet : Awards, in keeping with school policy and approved by the executive board and music department directors.
 - d. Funds for any projects, activities, or trips that might be proposed and approved.
15. To make plans and carry out fundraising in support of activities and projects.
16. To assume responsibility for publicity covering any activity or project sponsored by the organization.
17. To maintain enthusiastic interest in the music department activities in cooperation with the directors assistants, and school administration.

ARTICLE 3: Structure

1. Under the provisions specified in the bylaws, this organization shall be governed by the elected officers, the executive committee, and the general membership, with cooperation of the instrumental music director.

Booster Bylaws

Revision: May 1, 2020

Bylaws
Sheldon High School
Music Boosters

Article 1: Membership

1. The organization shall have only one class of member, which will be defined as a “general member”.
 - a. The general member shall be parents or legal guardians of Sheldon High School students actively participating in the organization’s music program activities; ~~or~~
 - b. Or any person who has been vetted and approved by the current Executive Board using the following criteria:
 - i. Had previous/current affiliation with the Sheldon High School music program; and
 - ii. Whose actions and participation have demonstrated and shown by example, to further the purpose of the organization’s Purpose and Bylaws.
 - iii. Can become a general member upon review, vetting and absolute majority vote of the current Executive Board.
2. Sheldon High School music program students may attend regular meetings of the Music Boosters. Attendance at any Executive Committee meetings shall be at the request and invitation of the Executive Committee.
3. Students are not eligible for general membership.
4. Honorary member positions (non-voting) can be appointed by current Executive Board members by a simple majority vote.
5. Each general member shall have one vote on any matter under consideration by the organization at a meeting of the general membership.
6. General members shall not be required to pay a membership fee.

Article 2: Officers

1. General Guidelines

- a. Nominated officers will be to the following positions:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. Uniform Coordinator
 - vi. Public Relations
- b. The officers of this organization shall serve without compensation.
- c. Only one person of any family may hold an elected office during any one school year.
- d. Officers of this organization shall serve for a term of one year-
- e. All officers shall transfer to the President of the Executive Board all books, papers, and other property related to the operations, logistics and running of their position and that of the organization, for review and distribution to their successor, before the close of the May meeting.

2. Nominations

- a. Nominations may be made by general members of the organization. Such nominations must be in writing and filed with the President no less than five (5) days before the April general membership meeting, at which the officers are elected.
- b. Candidates will be presented at the general membership meeting in April. Each candidate must present a statement as to how they can best support the interests of the Sheldon High School music program; relate their time commitment for the year; and explain why they are the most qualified for the position (statement 2-5 minutes).

3. Elections

- a. Officer elections shall take place at the April general membership meeting. A majority vote of the general members present shall constitute an election.
- b. The incoming officers must be able to participate in a joint partnership with outgoing officers until the end of the academic year. Incoming officers will assume full duties of their position during the May general membership meeting or final general membership meeting of the academic year.

4. Duties of the President

- a. The president shall be in communication with the Sheldon High School ~~Band~~ Instrumental Music Director and all officers of the organization regarding the business affairs of the organization. This position will promote open communication, collaboration, and consensus amongst the Executive Committee and general membership.
- b. The president shall be responsible for the business affairs of the organization.
- c. The president shall cast a deciding vote in case of a tie.
- d. The president shall be chairman of the Executive Committee.
- e. The president shall preside at all executive and general meetings and maintain order.
- f. The president shall ensure that all officers follow a strict observance of the bylaws of the organization and ensure the proposal of amendments and revisions as requested by the general membership.
- g. The president shall put all questions, when seconded, to a vote.
- h. The president shall direct the secretary to call special meetings of the organization or have the power to do so himself or herself, utilizing the guidelines of what constitutes a special meeting.
- i. The president shall serve ex-officio on all committees.
- j. The president shall represent the organization at any meeting the music department directors or organization delegates invite him or her to attend. If the president is not able to attend, a delegate will be appointed to ensure appropriate representation of the organization's interests and visibility.
- k. In the month of May, the President will assist in handing over materials and knowledge of position.
- l. The president shall be available for advice and counsel during the year following the completion of his or her term in office.

5. Duties of the Vice-President

- a. The Vice-President shall perform duties of the president in absence of the president.
- b. Upon resignation of the president, prior to the usual nomination and election process, the Vice-President shall fill the office of the President until a special election can be held.
- c. The Vice-President shall be in charge of parliamentary procedure.
- d. The Vice-President shall act in the capacity of coordinator for all fundraising activities and secure necessary permits for such activities. In this capacity, he or she shall serve as chair of the fund raising committee.

- e. The Vice-President is responsible for applying for a minimum of 5 or more grants each year.
- f. In the month of May, the Vice-President will assist in handing over materials and knowledge of position.
- g. The Vice-President shall be available for advice and counsel during the year following the completion of his or her term in office.

6. Duties of the Secretary

- a. The Secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all its transactions.
- b. The Secretary shall keep a current hard copy and electronic copy of its Bylaws. Previous revisions to the Bylaws shall also be maintained for historical reference at all times.
- c. The Secretary shall attend to all correspondences for the organization, either generated by his/her office or as generated by a representative of the organization.
- d. The Secretary shall be the primary preparer of correspondence for the organization including the sending of appropriate thank you notes.
- e. Copies of all correspondence shall immediately be given to the president.
- f. The Secretary shall prepare an agenda at least seven (7) days prior to Executive and General Board meetings.
- g. The Secretary shall keep a correct record of the proceedings of all meetings of the organization and executive committee. A copy of these recordings is to be given to each member of the executive committee at least seven (7) days after the current meeting for their review.
- h. The Secretary shall present a written report (hard copy) of the minutes at all regular meetings including a record of all attendees.
- i. The Secretary shall share an electronic copy of both minutes (from the general board meeting and the executive board meeting) and agenda to the Public Relations officer.
- j. The secretary is responsible for maintaining all correspondences completed on behalf of the organization.
- k. The Secretary shall hold the key to the post office box (located at: 7250 Elk Grove-Florin Rd. PO Box 292935) and check the mail at least once every two weeks unless an event requires monitoring more frequently.
- l. During the Football games, the Secretary is responsible for recruiting volunteers (ie. volunteers for selling donuts, coffee, cup o noodles, etc and/or gates).
- m. During special events, the Secretary, in coordination with the committee coordinator, to recruit volunteers.

- n. In the month of May, the Secretary will assist in handing over materials and knowledge of position.
- o. The Secretary shall be available for advice and counsel during the year following the completion of his or her term in office.

7. Duties of the Treasurer

- a. The Treasurer shall be the chair of the budget committee and be responsible for presenting the budget to the general board for review and for presenting the budget for adoption at the first general membership meeting in September.
- b. The Treasurer shall maintain correct accounting of all monies. If a delegate of the Executive Committee has primary responsibility for organizational monies, the treasurer will educate, review with and ensure the delegate follows appropriate general principles of accounting for cash handling and inventory control purposes.
- c. The Treasurer shall present a complete financial report at each meeting, consisting of the organization's accounts, itemized income and expenses and the ending balance.
- d. Records may be audited.
- e. The Treasurer shall prepare a summary of finances at the end of the fiscal year which shall be available to all members. Included in the report shall be an itemization of expenses and profits from each fund raising activity.
- f. The Treasurer shall hold the key to the money box (located in the band room by the Instrumental Music Director office) and check the box for monies at least once every two weeks unless an event requires monitoring more frequently.
- g. The Treasurer will be responsible to file taxes with the IRS by July 31st.
 - i. The tax year for our nonprofit status is from July 1st - June 30th.
- h. The Treasurer will keep the records of the insurance of the instrumental program trailer.
- i. The Treasurer will file and/or keep records of the D&O Insurance Policy.
- j. In the month of May, the Treasurer will assist in handing over materials and knowledge of position.
- k. The Treasurer shall be available for advice and counsel during the year following the completion of his or her term in office.

8. Duties of the Uniform Coordinator

- a. The Uniform Coordinator shall maintain a record of the uniforms. This will consist of the students name, grade level, the uniform number, shako or beret number.

- b. The Uniform Coordinator is responsible for organizing the ~~initial~~ fittings of the marching uniforms, tuxedos, ties, bow ties, suspenders, shakos, and berets.
- c. The Uniform Coordinator is responsible for organizing the dry cleaning for the marching uniforms at the end of the marching season and the tuxedos after graduation.
- d. The Uniform Coordinator is responsible for keeping the Executive Board informed of any items that are needed for purchase to maintain the uniforms.
- e. In the month of May, the Uniform Coordinator will assist in handing over materials and knowledge of position.
- f. The Uniform Coordinator shall be available for advice and counsel during the year following the completion of his or her term in office.

9. Duties of Public Relations

- a. The Public Relations director shall assume responsibility for publicity covering any activity or project sponsored by the organization.
- b. The Public Relations director shall assume the responsibility of soliciting and advertising.
- c. The Public Relations director shall publish a monthly newsletter for the instrumental program.
- d. The Public Relations director shall publish a quarterly Sheldon Instrumental Program Newsletter to be submitted to the principal's secretary.
- e. The Public Relations director shall coordinate a Parent Social to be held at least twice in an academic year with the first being the general meeting in August and the second in February.
- f. The Public Relations director shall professionally post on social media any booster related items as a platform for announcements, events, videos, and photos.
- g. The Public Relations director shall post the minutes and the agenda on social media and the program website.
- h. The Public Relations director must post the agenda and minutes for the previous meeting seven (7) days prior to the meeting on the Music Program Website and any Social Media attached to the Boosters).
- i. The Public Relations director shall be responsible for the sponsorship program (ie corporate, businesses, local businesses, and families)
- j. In the month of May, the Public Relations director will assist in handing over materials and knowledge of position.
- k. The Public Relations director shall be available for advice and counsel during the year following the completion of his or her term in office.

10. Vacancies

- a. In case of a vacancy in the office of president, the vice-president shall serve for the unexpired term.
- b. In the event of a vacancy in an elective office, the Executive Committee may fill an unexpired term by appointment.
- c. Any officer or committee chairman may be removed by two-thirds vote of the Executive board.

ARTICLE 3: Meetings

1. General Meetings

- a. The general meeting of the organization shall be held regularly, at least once a month from August to May. Specific times and locations will be finalized and published for the general membership's information.
- b. The Executive Board meetings shall be held regularly, at least once a month (before the next general board meeting) from May to May. Specific times and locations will be finalized and published for the Executive board information.
- c. The August General Board meeting will be considered the first mandatory parent meeting to be held the last day of band camp.
- d. The Sheldon High School Instrumental Music Director will encourage attendance by making suitable announcements.
- e. Notices shall be made of all meetings.
- f. Meetings shall be open to all general members.

2. Special Meetings

- a. Special meetings may be called at any time by
 - i. The President
 - ii. A majority of the Executive Committee
 - iii. At the discretion of the Sheldon High School Band Director
- b. All general members are to receive notification of such meetings stating the purpose of the meeting.
- c. No other business may be transacted than that for which the special meeting was called.

3. Quorum

- a. A quorum shall consist of three (3) of the five (5) Executive Committee members.
- b. A meeting of general members duly called shall not be organized for the transaction of business unless a quorum is present
- c. The general members present at a duly organized meeting cannot do business when the withdrawal of enough members to leave less than a quorum occurs.

4. Executive Committee Members

- a. Executive Committee meetings should be held at a minimum of three (3) times per year. .

- b. All members shall be given reasonable prior notice by the secretary regarding the time, place, and purpose of an executive committee meeting.
 - c. A report of business transacted at each executive meeting shall be made by the president at the following meeting of the general membership.
 - d. Three (3) of the five (5) Executive Committee members shall constitute a quorum at executive committee meetings.
5. Order of Business:
- a. General Board
 - i. Appendix i
 - b. Executive Board
 - i. Appendix ii
6. Parliamentary Procedure:
- a. The latest edition of Robert's Rules of Order, shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.
 - i. **Motion:** A member rises or raises a hand to signal the President.
 - ii. **Second:** Another member seconds the motion.
 - iii. **Restate motion:** The President restates the motion.
 - iv. **Discussion:** The members discuss the motion.
 - v. **Vote:** The President restates the motion, and then first asks for affirmative votes, and then negative votes.
 - vi. **Announce the vote:** The President announces the result of the vote and any instructions.
 - b. The aforementioned constitution and bylaws shall govern the Sheldon High School Band Boosters Club.

ARTICLE 4: Committees

- 1. Executive Committee
 - a. The elected officers constitute the Executive Committee.
 - b. The purpose of the Executive Committee shall be to plan, organize and discuss the facilitation of business at general meetings. This shall include the following:
 - i. Review plans and activities of the various other committees.
 - ii. To evaluate and review the plans of the fundraising committee for fund raising projects.

- iii. To recommend to the general membership specific expenditures for the operation of the organization or for the benefit of the Sheldon High School Band in keeping with the guidelines of the annual budget.
- iv. To recommend to the general membership modifications to the annual budget approved at the September meeting.

2. Other Committee's

- a. Standing committees are those that function year-round or have a significant impact upon total operation of the organization. The standing committee includes: Budget, Public Relations, Fund Raising, and Uniforms. These shall consist of members from the general membership and shall not be limited in number.
 - i. Special committees may be established by the Executive Committee for specific assignments from time to time throughout the year.
 - ii. A chairman for each committee shall be appointed with the approval of the Executive Committee. Terms shall be for one year, and any general member is eligible to serve. A chairman shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the Executive Committee monthly and present a report at each general meeting.
 - iii. Budget Committee
 - 1. The Budget Committee, chaired by the treasurer, shall consist of the Sheldon High School Band Director and other Executive committee member.
 - 2. The Budget Committee shall prepare and submit to the organization a proposed budget at the first regular meeting of the school year.

3. Finances

- a. The organization shall make every effort to maintain the status as a tax-exempt organization.
- b. Monies and resources are to be used to cover and support approved projects, activities and programs.
- c. Student records, when maintained, are to record a student's contribution toward their individual trip or planned student activity. At the conclusion of the trip or planned activity, all student accounts will revert to general funds. Funds recorded in these accounts are NOT the property of the individual students and may not be refunded or passed down to a younger sibling in any manner.
- d. In the event a student moves, graduates, or quits the organization, the monies become part of the general fund of the Sheldon High School Band Boosters Club.
- e. Parent contributions to support student earned activities will be recorded as such.

- f. The organization encourages general membership and student participation through the various fund raising program offered.
- g. Committee Finances:
 - i. A standing committee may be given a monetary advance to set up a project by majority action of the Executive Committee.
 - ii. Committees engaging in fund raising projects or entering into contracts must have approval by a majority of the Executive Committee before the organization's name may be used for financial obligations incurred.
 - iii. All bills for approved expenses incurred by a general member should be approved promptly by the committee chairman and forwarded to the Treasurer so that vouchers may be prepared for payment.
 - iv. All standing committee members must exercise sound fiduciary responsible practices when handling organizational monies and resources.

ARTICLE 5: Awards / Senior Gifts /

- 1. Senior Perpetual Plaques
 - a. Boosters will fund the Senior Perpetual Plaques
 - b. The Director shall make the decision on which Seniors will be awarded the following perpetual plaque awards:
 - i. John Philip Sousa Award
 - ii. Band Director's Award
 - iii. Louis Armstrong Jazz Award
 - iv. Woody Herman Jazz Award
 - v. Leonard Bernstein Musicianship Award
 - vi. National Youth Orchestra Award
 - vii. Orchestra Director Award
 - viii. Sheldon High School Instrumental Music Program Service Award
 - ix. Drum Major Award
- 2. Ensemble Awards
 - a. Boosters will fund the creation of a trophy or plaques
 - b. Students will vote for their peers to be awarded the following:
 - i. MVP - Most Valuable Player
 - ii. MIP - Most Improved Player
- 3. The organization shall recognize any student's achievements in the field of music.



Sheldon High School Music Boosters

General Board Meeting Agenda - (date)

- I. Call the Meeting to Order
- II. Approval of previous meetings minutes
- III. Action Items
- IV. Reports
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Uniform Coordinator
 - F. Public Relations
 - G. Director
 - H. Drum Major
 - I. Band Club President
- V. Old Business
- VI. New Business
- VII. Call the Meeting to Close



Sheldon High School Music Boosters

Executive Board Meeting Agenda - May 6, 2020

- I. Call the Meeting to Order
- II. Approval of previous meetings minutes
- III. Action Items
- IV. Old Business
- V. New Business
- VI. Call the Meeting to Close