

VALENCIA HIGH
SCHOOL
Band and Flag Booster's
By-Laws

(Revised April 2, 2014)

1.0 ORGANIZATION DEFINITION

1.1 NAME

The name of this organization shall be “Valencia High School Band and Flag Boosters,” hereinafter referred to as VHSBF Boosters.

1.2 MISSION & GOAL

- 1.2.1 The mission and goal of the VHSBF Boosters shall be to promote and support the activities of the Valencia High School Performing Ensembles including, but are not limited to, the band, color guard, drumline, and jazz band. Support is defined as financial assistance, volunteer services and other support as may be required by the performing ensembles and/or the Band Director.
- 1.2.2 The VHSBF Boosters is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the VHSBF Boosters shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law), or (b) by an association contributions to which are deductible under section 170 (c) (2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law).
- 1.2.3 No part of the net earnings of the organization shall be to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the mission and goal of the VHSBF Boosters.
- 1.2.4 It is the policy of the VHSBF Boosters that all the parties involved in the operation of the VHSBF Boosters will provide an operational environment that is safe and free of all forms of discrimination including incidents of sexual harassment.

1.3 FISCAL YEAR

The VHSBF Boosters fiscal year is from July 1 to June 30.

1.4 MEMBERSHIP

1.4.1 The membership of the VHSBF Boosters shall be composed of, but not limited to, parents and guardians of students of the Valencia High School Performing Ensembles and all those who support the mission and goal of this organization.

1.4.2 Membership Class: The membership of the VHSBF Boosters shall have the following two (2) classes of membership: Active and Associate

1.4.2.1 Active Membership and Privileges

Active membership shall be automatically granted to each parent or legal guardian of students currently enrolled in one or more performing ensembles. Active members shall be granted full voting privileges, may be elected or appointed to the Board of Directors and may serve on and chair any support committee.

Active membership shall automatically revert to Associate membership status when such member's student(s) ceases to be enrolled in any of the performing ensembles.

1.4.2.2 Associate Membership and Privileges

Associate membership shall be granted to all other individuals who desire to serve and support the mission and goal of the VHSBF Boosters. Associate members shall not be granted voting rights as a part of the general population unless as a member of the Board of Directors. Associate members may be elected or appointed to the Board of Directors. Associate members may also serve as a chair or on any support committee.

1.4.2.3 Honorary Lifetime Membership and Privileges

Honorary Lifetime Membership shall be conferred upon any person, not currently an active member, whose support of the Valencia High School Performing Ensemble(s) has shown to be outstanding in achieving the mission and goal of the VHSBF Boosters. Such Honorary Lifetime membership will be provided as recognition of service for a period of at least four (4) consecutive years while as either an active or associate member of the VHSBF Boosters, and shall be granted by a majority vote of the Board of Directors. Honorary Lifetime members shall be granted the same privileges as those of Active members.

1.4.3 Voting Rights: The voting rights of all Active and Honorary members are equal. Each Active and Honorary member shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or by absentee ballots.

- 1.4.4 Liability: No person who is now or who later becomes a member of the VHSBF Boosters shall be personally liable to its creditors for any indebtedness or liability, and any or all creditors of the VHSBF Boosters shall look only to the assets of the VHSBF Boosters for payment.
- 1.4.5 Conduct: If any member of the VHSBF Boosters behaves in a manner that is in any way (i) harmful to students or other adults, (ii) considered to be detrimental to the performing ensemble program, (iii) grossly inconsistent with the By-Laws, or (iv) inconsistent with the purposes for which the VHSBF Boosters was organized, that person shall be required to disassociate themselves from the organization by request of the Band Director with the concurrence of the VHSBF Boosters President and a majority vote of the Board of Directors.

2.0 BOARD OF DIRECTORS

2.1 COMPOSITION

- 2.1.1 The Board of Directors shall consist of the following elected and appointed officers:

President
Vice-President of Ways and Means (fundraising)
Vice-President of Operations – appointed by the Band Director
Secretary
Treasurer
Uniform Coordinator – appointed by the Band Director
Communications Director – appointed by the Band Director
Hospitality Coordinator

- 2.1.2 Of the officers listed above, no more than two (2) of the members may hold an Associate membership in the VHSBF Boosters.

- 2.1.3 In addition, the following are automatically voting members of the Board of Directors:

Band Director
Color Guard Program Coordinator

2.2 ELIGIBILITY

2.2.1 Eligibility for an officer consists of fully supporting the mission and goals of the VHSBF Boosters.

2.3 TERM

2.3.1 The term of each officer will be one year, and shall be from July 1st through June 30th.

2.3.2 Officers of the Board of Directors shall not serve more than four (4) years in the same office except as allowed under section 3.1.

2.4 BOARD OF DIRECTORS MEETINGS

2.4.1 Meetings will be held monthly as determined by the Board of Directors. Meeting date and time is to be posted on the Pride of The Vikings website a minimum of 48 hours in advance.

2.4.2 Meetings will be held at a location chosen by the President. Board members shall be notified of meeting location a minimum of 24 hours in advance via e-mail.

2.4.3 All members of the VHSBF Boosters are invited to attend board meetings as non-voting visitors. Non-voting visitors will be asked to leave for any closed portion of the meeting.

2.4.4 A majority vote shall prevail on all matters requiring a vote unless otherwise stated in these By-Laws.

2.4.5 The president can call for a Board of Directors vote via e-mail or other electronic technology such as email, go-to-meeting, conference call or any other as yet unknown technology.

2.5 REMOVAL OF BOARD MEMBER

2.5.1 When an officer fails to attend six (6) consecutive meetings or fails to perform his or her duties without adequate reason for a period of sixty (60) days, the Board of Directors may remove the officer and declare the position vacant by a majority vote of the Board of Directors.

2.5.2 Any officer may be removed with or without cause by the Board of Directors by a vote of the majority of all the board members. The matter of removal may be acted upon at any meeting of the board, provided that notice of intention to consider said removal has been given to each board

member and to the officer affected at least fourteen days previously. Removal must be by two-thirds (2/3) vote of the Booster members present and eligible to vote.

2.6 VACANCIES

- 2.6.1 A vacancy exists on the board when a duly elected or appointed member either resigns, is no longer eligible to serve as a board member, or is removed from the board.
- 2.6.2 The Board of Directors shall present a replacement(s) to be voted on by a majority vote of the board within one month of the stated vacancy. If vacancy is an appointed position, the Band Director shall appoint a replacement.
- 2.6.3 The term of the replacement board member will be for the remainder of the term which is to be, or has been, vacated.

3.0 ELECTION OF BOARD OF DIRECTORS

3.1 NOMINATING COMMITTEE

- 3.1.1 The Nominating Committee is a group of VHSBF Boosters responsible for submitting a recommended slate of candidates to serve as the Board of Directors for the next fiscal year.
- 3.1.2 The Nominating Committee is appointed in March of the current fiscal year by the Board of Directors.
- 3.1.3 The Nominating Committee shall publicize the positions available and provide methods for securing feedback from membership on their interest in serving.
- 3.1.4 The Nominating Committee shall present a slate of candidates at the Board of Director meeting in April of the current fiscal year for elections at the April general booster meeting.
- 3.1.5 The list of candidates will be reviewed with the Band Director prior to presenting them to the board in April.
- 3.1.6 The Nominating Committee handles all aspects of the voting for the Board of Directors at the April general booster meeting.

- 3.1.7 If the Nominating Committee is unable to find a candidate and the position remains unfilled, the current officer can be nominated to remain in the position.
- 3.1.8 The Nominating Committee is not finished with their function until all of the positions have been filled.

3.2 PROCEDURE

- 3.2.1 At the April general booster meeting, the Nominating Committee will announce the slate of candidates to be voted upon, and a majority vote of members present shall prevail.
- 3.2.2 In addition to the slate of candidates proposed, nominations may be made from the floor at the annual election meeting. Only those members who have signified their consent to serve, if elected, shall be nominated.
- 3.2.3 If more than one candidate is nominated for a given board position, the vote will be taken by secret ballot.

4.0 DUTIES OF THE BOARD OF DIRECTORS

4.1 PRESIDENT

- 4.1.1 The President shall be responsible for the general supervision, direction and control of the VHSBF Boosters except as otherwise provided under these By-Laws. The scope of the President's authority is limited in so far as he or she shall have no governing authority in making policies or rules without the approval of the Board of Directors.
- 4.1.2 Duties shall include, but are not limited to:
 - 4.1.2.1 Organizing, presiding at, and setting the agenda for all board, general, and/or special meetings in conjunction with the Band Director. If the President cannot attend a meeting, the President will appoint a board member of his/her choice to preside over the meeting;
 - 4.1.2.2 Overseeing that all activities of the VHSBF Boosters are carried out;
 - 4.1.2.3 Approving all official VHSBF Boosters information to be communicated, including website content;

- 4.1.2.4 Maintaining liaison with the school administrative official and will cooperate with the heads of the individual performing ensembles;
- 4.1.2.5 Assuring all correspondence requiring action is assigned and shall follow-up to ensure satisfactory results; and
- 4.1.2.6 Ensuring that an audit of the VHSBF Boosters finances is conducted annually

4.2 VICE PRESIDENT OF WAYS AND MEANS

- 4.2.1 The Vice President of Ways and Means shall be responsible for overseeing all fundraisers agreed to by the Board of Directors.
- 4.2.2 Duties shall include, but are not limited to:
 - 4.2.2.1 Investigating and proposing fund-raising opportunities;
 - 4.2.2.2 Recruiting and overseeing chairperson(s) for all fund-raising activities including, but not limited to, candy sales, prize drawings, e-waste collections, restaurant nights, etc.;
 - 4.2.2.3 Seeking corporate sponsors;
 - 4.2.2.4 Coordinating and identifying major event chairperson(s);
 - 4.2.2.5 Providing support to Band Director and Instructional Staff; and
 - 4.2.2.6 Coordinating with the Band Director and Instructional Staff to ensure that the activities work within the budget.

4.3 VICE PRESIDENT OF OPERATIONS

- 4.3.1 The Vice President of Operations shall be responsible for transportation, equipment, first aid supplies, and field and general maintenance, including any committees created for these areas of responsibility.
- 4.3.2 Duties shall include, but are not limited to:
 - 4.3.2.1 Recruiting and managing volunteers for loading/unloading the band trailer(s) and staging props and pit equipment at field show competitions, football games, and other events as needed;

- 4.3.2.2 Coordinating with the Uniform and Hospitality Coordinators to ensure that needed equipment and supplies are available at the event;
- 4.3.2.3 Arranging for the transportation of equipment, props, uniforms and/or other supplies needed to and from competitions, parades, off-site concerts and other events;
- 4.3.2.4 Overseeing and coordinating the maintenance, repair, construction and/or purchase of equipment (musical and general) and props for all performing ensembles;
- 4.3.2.5 Ensuring the proper maintenance and repair, if necessary, of the band trailers and vehicles;
- 4.3.2.6 Coordinating the set-up and tear down needs for major VHSBF Boosters-sponsored events with the event chairperson(s);
- 4.3.2.7 Providing other support to the Band Director and Instructional Staff of all performing ensembles, as needed; and
- 4.3.2.8 Coordinating with the Band Director and Instructional Staff to ensure that the activities work within the budget.

4.4 SECRETARY

- 4.4.1 The Secretary shall be responsible for creating and maintaining a written record of the VHSBF Boosters activities.
- 4.4.2 Duties shall include, but are not limited to:
 - 4.4.2.1 Keeping the records of the VHSBF Boosters general meetings, the Board of Directors meetings, and any special meetings that may be called.
 - 4.4.2.2 Coordinating delivery of appropriate information with the Communications Director.
 - 4.4.2.3 Provide a copy of the minutes for the board and general booster meetings to the Communications Director (or designate) for online posting; and
 - 4.4.2.4 Performing other duties as may be assigned by the President or the Board of Directors.

- 4.4.2.5 Ensure that an annual audit is conducted on financial records, bylaws and minutes by a party chosen by the board of directors by majority vote.

4.5 TREASURER

- 4.5.1 The Treasurer shall be responsible for all monies that belong to the VHSBF Boosters and the overall finances of the organization.
- 4.5.2 Duties shall include, but are not limited to:
 - 4.5.2.1 Implementing the financial policies stated in these By-Laws.
 - 4.5.2.2 Establishing proper procedures for receipt and deposit of monies in a bank approved by the Board of Directors;
 - 4.5.2.3 Keeping permanent books of accounts and records sufficient to establish the items of income, expenses, receipts and disbursements of the organization for five (5) years including the current year;
 - 4.5.2.4 Maintaining the VHSBF Boosters' bank balances and the records showing all deposits and withdrawals of the organization's funds;
 - 4.5.2.5 Paying all bills in a timely manner (no more than 10 calendar days) as authorized by the Board of Directors and in accordance with the financial polices stated in these By-Laws;
 - 4.5.2.6 Providing money for cash boxes, when necessary, for fund-raising and other events;
 - 4.5.2.7 Providing a full report of the status of the treasury at each meeting and whenever asked to do so upon sufficient notice by a member of the Board of Directors;
 - 4.5.2.8 Filing all required tax and financial reports in the appropriate time frames to the appropriate school, state, and/or federal agencies using a professional tax preparer
 - 4.5.2.9 Ensuring that all required tax information returns (e.g., Form 1099-MISC) are filed with the appropriate federal and/or state agencies and sent to the appropriate individuals (e.g., paid instructional staff) by January 31 of each year.

- 4.5.2.10 Submitting the proposed itemized annual budget to the Board of Directors for approval at the July board meeting;
- 4.5.2.11 Ensuring that a minimum of two (2) members of the VHSBF Boosters, who are not residing in the same household nor part of the same family, be present during cash transactions;
- 4.5.2.12 Ensuring that cash collected at a booster-sponsored event be immediately counted by two (2) board members at the conclusion of the event, and any differences be reconciled prior to the Treasurer receiving the funds for deposit;
- 4.5.2.13 Issuing a monthly statement of contributions to the parent(s) and/or guardian(s) of each students currently enrolled in the performing ensembles;
- 4.5.2.14 Bringing the VHSBF Booster checkbook to all board/booster meetings and booster sponsored events whenever in attendance; and
- 4.5.2.15 Providing all financial reports and related records for the annual audit to the Audit Committee or external auditor, and being available to meet with such person(s) to explain the records or answer questions during the audit.

4.6 UNIFORM COORDINATOR

- 4.6.1 The Uniform Coordinator shall be responsible for the overall care and maintenance of the Marching Band uniforms, and of other uniforms and/or costumes for the other performing ensembles as determined necessary by the Band Director and Instructional Staff.
- 4.6.2 Duties shall include, but are not limited to:
 - 4.6.2.1 Managing the uniform fitting, distribution, repair, modification and cleaning of Marching Band uniforms and costumes;
 - 4.6.2.2 Overseeing the ordering of shoes, gloves and other accessories for the Marching Band uniforms;
 - 4.6.2.3 Coordination of ordering of spirit / booster shirts and clothing;
 - 4.6.2.4 Overseeing the prepping crews before and after all band competitions and performances;
 - 4.6.2.5 Managing the operation and care of the uniform wardrobe carts;

- 4.6.2.6 Chairing the committee and coordinating with the Band Director on future procurement of new Marching Band uniforms;
- 4.6.2.7 Providing support to Band Director and Instructional Staff; and
- 4.6.2.8 Ensuring that the activities work within the budget.

4.7 COMMUNICATIONS DIRECTOR

- 4.7.1 The Communications Director shall be responsible for communications within and outside the organization.
- 4.7.2 Duties shall include, but are not limited to:
 - 4.7.2.1 Coordinating the maintenance of the VHSBF Booster's Pride of the Vikings website. The website is the primary communication vehicle for getting messages, the calendar, maps and times of competitions, and detailed instructions on upcoming events to the parents or guardians of the performing ensemble members;
 - 4.7.2.2 Developing, updating and maintaining the VHSBF Boosters e-mail contact database. This database will be used to communicate information directly to the students and/or booster members.
 - 4.7.2.3 Coordinating the publicity of booster-sponsored events and fundraisers, to include, but not be limited to, newspapers, television channels, banners in public places, marquee messages, window displays, contacts with local feeder schools, etc.

4.8 HOSPITALITY COORDINATOR

- 4.8.1 The Hospitality Coordinator shall be responsible for providing the food and/or drinks to the Performing Ensembles and/or VHSBF Boosters during their functions. These functions would include, but are not limited to: band camp, potlucks, marching band rehearsals, football games, concerts, performances, parades, competitions, sporting events, award banquets, and general or special meetings.
- 4.8.2 Duties shall include, but are not limited to:
 - 4.8.2.1 Ensuring that there is an adequate supply of water and snacks available for use either through donations or purchase;
 - 4.8.2.2 Recruiting and managing volunteers to assist in the preparation and serving of refreshments;

- 4.8.2.3 Arranging for the transportation of refreshments to the function;
- 4.8.2.4 Contacting vendors when purchasing ready-made food and/or drinks for the function, and arranging delivery of such items; and
- 4.8.2.5 Coordinating and overseeing the annual year-end banquet.

5.0 GENERAL MEMBERSHIP MEETINGS

5.1 TIMING

- 5.1.1 Meetings will be held monthly at Valencia High School, unless a change of venue and/or time is identified at least one week in advance on the website.
- 5.1.2 Meetings shall be held as indicated above unless changed with the general approval of the membership.
- 5.1.3 If an unforeseen conflict causes rescheduling, the new date should be announced to the VHSBF Boosters via e-mail and/or facebook as soon as the new date is known, but no later than one (1) week prior to the new meeting date.

5.2 PROCEDURE [*From Section 3.3*]

- 5.2.1 The meeting shall contain:
 - 5.2.1.1 A vote to approve the minutes of the last booster meeting. The minutes from the last board/booster meetings shall be made available for review at the current general booster meeting.
 - 5.2.1.2 A treasurer's report (in the event of the Treasurer's absence, it is the Treasurer's responsibility to provide the President with the required financial summaries whereas the President shall present the report).
 - 5.2.1.3 Old business (from prior meeting)
 - 5.2.1.4 New business
- 5.2.2 A majority vote of members present shall prevail for each matter requiring a vote by the booster members.
- 5.2.3 The President shall vote at regular meetings of the general membership only in the event of a tie.

5.3 SPECIAL MEETINGS

Special meetings requiring a vote from the general boosters may be called as approved by a majority vote of the Board of Directors. Special meetings may be held to consider only agenda items announced to the general membership at a prior general meeting, or through advance notice by mail, telephone tree committee, and/or e-mail with a minimum of one-week advance notice.

6.0 FINANCES OF THE ORGANIZATION

6.1 BUDGET

The budget is presented with expense items necessary to run the performing ensembles and the anticipated funds required to meet those needs.

6.1.1 PREPARATION

6.1.1.1 The Band Director and Board of Directors will prepare a proposed “Budget of Expenditures” for the next fiscal year. The tentative budget will be reviewed and approved by the Board of Directors with a two-thirds (2/3) vote by June 30.

6.1.1.2 The approved budget will be presented to the VHSBF Boosters at the September general booster meeting, and will vote to affirm the amount they believe they will be able to raise for these anticipated needs during the upcoming fiscal year based on the proposed budget. A majority vote of members present shall prevail.

6.1.1.3 If changes to the budget are needed at anytime throughout the year, the Band Director and Board of Directors will re-submit or amend the budget to match the program priorities set by the Band Director, the Board of Directors, and the fund raising commitments of the Boosters. A majority vote of the Board of Directors shall prevail.

6.1.2 LIMITS OF AUTHORITY

6.1.2.1 Once the budget is approved, no expenditures beyond that amount, nor any expenditure not specifically identified in the approved budget that is over \$200, will be allowable unless specifically approved by the Board of Directors.

6.2 FINANCIAL MANAGEMENT

6.2.1 ACCOUNTS

- 6.2.1.1 The VHSBF Boosters shall maintain a general checking account to be used to disburse the funds of the organization.
- 6.2.1.2 The VHSBF Boosters shall maintain a savings account to hold any medium-term excess of monies not needed for day-to-day operations.
- 6.2.1.3 Should monies exist that are for multi-year projects, or are in excess of annual needs, the excess funds will be put into an interest bearing account in the VHSBF Boosters' name.
- 6.2.1.4 All accounts established with any VHSF Boosters monies shall be reported on by the Treasurer at the monthly board meetings.
- 6.2.1.5 The Treasurer shall have the authority to move monies from one account to another only with prior board approval.

6.2.2 AUTHORIZED SIGNATURES

- 6.2.2.1 All checks written against the VHSBF Boosters general account shall be signed by the Treasurer and one other member of the board - the President or the VP of Ways and Means.
- 6.2.2.2 All checks are to have two (2) signatures regardless of the amount being disbursed with the signatures being of two (2) board members who do not reside in the same household nor belong to the same family.

6.2.3 DISTRIBUTION OF FUNDS

- 6.2.3.1 Any expenditure requiring a reimbursement check to be written from the VHSBF Boosters funds should be submitted through the board member who is responsible for that committee or function.
- 6.2.3.2 The board member shall submit an "Expense Reimbursement Form" indicating the amount to be reimbursed, the reason for the expenditure, and the budget category to which that expense should be charged.

- 6.2.3.3 If the expenditure is a budgeted item, the Treasurer will accept the form and supporting documents, and issue the check signed in accordance with 6.2.2 to the party requesting reimbursement.
- 6.2.3.4 If the expenditure is unbudgeted and the expense has already been incurred, the board must vote on payment approval prior to the Treasurer issuing the check.

6.2.4 AUTHORIZED DEBIT CARD USAGE

- 6.2.4.1 The VHSBF Boosters shall obtain a debit card linked only to the general checking account for purchasing items to meet the mission and goal of the organization in accordance with the financial policies of the VHSBF Boosters.
- 6.2.4.2 The debit card shall be issued in the name of the VHSBF Boosters and only one (1) card will be obtained from the bank.
- 6.2.4.3 The debit card will have a daily limit of no more than \$500. Any purchases exceeding the daily limit may be made only with the concurrence of the Treasurer and President.
- 6.2.4.4 The Band Director will be the custodian of the debit card and provide reasonable safeguards to secure the card.
- 6.2.4.5 The President, VP of Operations, and Hospitality Coordinator shall be authorized to use the debit card through Treasurer and Director approval. The Band Director, Color Guard Advisor and Percussion Advisor may use the debit card but only with prior approval by the President or Treasurer.
- 6.2.4.6 The debit card and/or access number (PIN) for the debit card shall not be given to any person other than those authorized to use the card as stated in Section 9.2.4.5.
- 6.2.4.7 The PIN should be changed annually, or whenever one of the authorized users or Band Director has been replaced with another person.
- 6.2.4.8 The Debit Card Usage Form will be completed by the authorized user for each transaction. A receipt/invoice must be attached to the form, and all forms are to be submitted to the Treasurer.
- 6.2.4.9 If the expenditure paid with the debit card is a budgeted item, the Treasurer will accept the form and supporting documents, and record the expense into the appropriate account(s). However, if

the expenditure is for an unbudgeted item, the Board of Directors must approve the expense at the next board meeting. If the expenditure is not approved, the authorized user who incurred the expense must reimburse the organization for the full amount.

6.2.5 ACCOUNT REPORTING

6.2.5.1 All accounts shall be reported on at every board and booster meeting. Reports should include a Debit/Credit summary, a Budget Reconciliation, and a Bank Statement Balance Reconciliation. Format to be determined by Treasurer and President.

6.2.5.2 All receipts and disbursements shall be recorded in detail on the Debit/Credit summary and shall be presented for review at the monthly board and booster meetings.

6.2.6 ACCESS TO RECORDS

All books and records of the VHSBF Boosters may be inspected by any booster member for any proper purpose at any reasonable time.

6.3 FINANCIAL AUDIT

6.3.1 An audit of the financial reports and related financial records shall be conducted at the end of each fiscal year by an Audit Committee or independent outside auditor approved by the Board of Directors with a report given at the first VHSBF Boosters meeting.

6.3.2 AUDIT COMMITTEE

6.3.2.1 The Audit Committee is responsible for conducting an annual audit of the VHSBF Boosters financial report and the related books and financial records for the fiscal year.

6.3.2.2 The members of the Audit Committee shall be appointed by the President with approval from the Board of Directors. The committee should include [number] members consisting of officer(s) and booster member(s) who are not a signatory to the VHSBF Boosters checking account. The committee should have at least one non-officer member review the information.

6.3.2.3 The Treasurer shall not be on the Audit Committee nor be the person performing the audit since he/she is the person being audited.

6.3.2.4 The Audit Committee will prepare a written Audit Report that communicates the results of the audit to the Board of Directors and organization. The Treasurer will present the Audit Report at the first VHSBF Boosters meeting for the fiscal year.

6.3.2.5 A CPA or other independent outside party may be obtained to perform an external audit at the organization's expense if needed by the Audit Committee and approved by the Board of Directors.

7.0 NON-STANDING COMMITTEES

Upon occasion there will be a need for committees that are non-standing or "ad hoc." These committees can only be formed with the approval of the board. They shall be created for a specific purpose, meet, and report on their progress to either the board or an entity specified by the board. They shall only exist for the duration needed to accomplish their assigned purpose, or until the board determines their function is no longer necessary.

8.0 STANDING RULES

8.1 If a VHSBF Booster member works at a VHS Band or Color Guard sponsored event where admission is charged, the admission will be waived to the event. The event chair will prepare the volunteer list and submit to the admission table.

9.0 DISSOLUTION OF ORGANIZATION

Under the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

10.0 AMENDMENT OF BY-LAWS

10.1 INITIATION OF AMENDMENT

These By-Laws may be amended, when necessary, after it has been proposed by any board member and discussed at a Board of Directors meeting.

10.2 PASSAGE OF AMENDMENTS

10.2.1 The amended by-laws must be formally presented in writing at a general meeting and shall be voted upon at the booster meeting following the one in which it was proposed.

10.2.2 A two-thirds (2/3) vote of the VHSBF Booster members present will be required to amend these by-laws.

Valencia High School Band and Flag Booster's By-Laws

Amendment of By-Laws of Valencia High School Band and Flag Boosters

1. Items added to By-Laws on October 27, 2010 by Fermina Chavez, Treasurer
 - a. This organization is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.
 - b. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law), or (b) by an association contributions to which are deductible under section 170 (c) (2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law).
 - c. Under the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall

determine, which are organized and operated exclusively for such purposes.

2. Items modified on March 12, 2014 by Beverly Compton, Secretary
 - a. Section 1.5.3 replaced with “Eligibility for an officer consists of fully supporting the mission and goals of the Boosters Six of the eight board members must have a student in the instrumental or performing program.”
 - b. Section 5.1 was modified by removing the phrase “either in fees and/or fundraising” in the first paragraph.
 - c. Sections 10.4 and 10.5 were removed, and Section 10.6 was renumbered to 10.4.