

WEST RANCH HIGH SCHOOL BAND BOOSTERS BYLAWS

Originally Adopted: October 12, 2005;

Amended: October 18, 2006, April 15, 2009, January 18, 2012,

November 18, 2015, May 1, 2024,

August 20, 2025

ARTICLE I ORGANIZATION

1.1 NAME. This organization shall be known as the "West Ranch High School Band Boosters," hereinafter referred to as the "BOOSTERS".

1.2 LOCATION. The principal office for the transactions of the business of the BOOSTERS shall be located at 24355 Creekside Road, #800667, Santa Clarita, CA 91355. The BOOSTERS may have other offices as the Board of Directors (the "BOARD") may determine or as affairs of the organization may require from time to time, and the BOARD has full power and authority to change the principal office from this location to another location within the same county at any time.

1.3 PURPOSE. The BOOSTERS is a non-profit organization dedicated to support the welfare of the West Ranch High School Bands, Orchestras, and Color Guard (the "PROGRAMS") through various activities including, but not limited to, fundraising, chaperoning, providing supplies, transportation, student scholarships, volunteer services, organizational coordination, and other logistical support services as requested by the Director of Instrumental Music at West Ranch High School ("DIRECTOR") and as needed by other supporting band staff. In pursuit of these objectives, the BOOSTERS will neither seek to direct the administrative activities of the PROGRAMS or to control its policies.

1.4 MISSION. The mission of the BOOSTERS shall be to work together with the DIRECTOR and staff to promote and encourage the PROGRAMS, support the PROGRAMS as defined by the DIRECTOR, promote the PROGRAMS within the local community, and collectively create cohesive PROGRAMS with support, transparency, welcoming, and increased volunteerism.

1.5 TAX EXEMPT ORGANIZATION

1.5.1 The 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 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).

1.5.2 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 BOOSTERS.

1.6 FISCAL YEAR. The BOOSTERS fiscal year is from July 1 to June 30.

1.7 TRANSPARENCY. A copy of the West Ranch High School Band Booster Bylaws shall be displayed on the website, www.westranchmusic.com, at all times.

ARTICLE II MEMBERSHIP

2.1. GENERAL MEMBERSHIP. The BOOSTERS will consist of parents/guardians of all West Ranch High School Bands, Orchestra, and Color Guard students, alumni of the West Ranch High School Bands, Orchestra and Color Guard, and any other persons who take an interest in the West Ranch High School Bands, Orchestra and Color Guard, including the BOARD. Active members are those BOOSTERS currently in the PROGRAMS.

2.2 VOTING RIGHTS. Only active members have voting rights. Each Voting Member may cast only one vote and must be present at the time a vote is taken. All non-voting Members shall be considered Members at Large.

2.3 NO TRANSFER OF MEMBERSHIP. BOOSTER memberships are not transferable or assignable.

2.4 DUES. The BOOSTERS is a non-profit club and shall not have any dues.

2.5 NON-LIABILITY OF MEMBERS. No person who is now or who later becomes a member of the BOOSTERS shall be personally liable to its creditors for the debts, liabilities or other obligations of the BOOSTERS. BOOSTERS shall look only to the assets of the BOOSTERS for payment.

2.6 MEMBERSHIP REGISTER. The BOOSTERS shall maintain a membership register containing the parent or legal guardian name(s), student name, address, phone number(s), email address, and grade of all current members of the organization.

The record of names and addresses of the members of the BOOSTERS shall constitute the membership list of the BOOSTERS and shall not be used, in whole or in part, by any person for any purpose not reasonably related to a member's interest as a member in support of the PROGRAMS.

2.7 CONDUCT. If any member of the BOOSTERS behaves in a manner that is in any way (i) harmful to students or other adults, (ii) considered to be detrimental to the PROGRAMS, (iii) grossly inconsistent with the Bylaws, or (iv) inconsistent with the purposes for which the BOOSTERS was organized, that person shall be required to disassociate themselves from the organization by request of the DIRECTOR with the concurrence of the BOOSTERS President, and a majority vote of the BOARD.

2.7.1 NO DISCRIMINATION. It is the policy of the BOOSTERS that all the parties involved in the operation of the BOOSTERS will provide an operational environment that is respectful, safe, and free of all forms of discrimination including incidents of sexual harassment.

2.7.2 CONFLICTS OF INTEREST. A conflict of interest arises when a BOOSTER or PROGRAMS staff is engaged in activity that could be detrimental to the BOOSTERS. This includes when a BOOSTER or PROGRAMS' staff improperly uses their position with the BOOSTERS for personal gain or the gain of someone with whom they have a relationship or another BOOSTER.

2.7.2(a) IMPROPER USE. Includes illegal behavior, as well as behavior that is unethical or questionable to a reasonable person. Examples of a conflict of interest include if a BOOSTER or PROGRAMS staff:

(a) request or require gifts or discounts in exchange for starting or continuing a business relationship with a client or vendor; (b) select their own or a relative's company as a supplier when they have not produced the best proposal (among at least one other proposal); and (c) works for a competitor and shares confidential information with the competitor. How things appear, whether accurate or not, has a significant impact on the BOOSTER's reputation, and BOOSTERS and PROGRAMS staff should avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, BOOSTERS and PROGRAMS staff should speak with the BOOSTER President and/or the DIRECTOR.

2.7.2(b) REPORTING PROCEDURES. See Section IX, Whistleblower Protocol.

ARTICLE III MEETINGS

3.1 NOTICE. Notice of all meetings of the BOOSTERS shall be posted on the PROGRAMS calendar at least one week in advance of any meeting. Notice may also be given in social media, email, or by telephone.

3.2 LOCATION. Meetings of the BOOSTERS shall be held in the West Ranch High School Room 607 or at any such other places within the County of Los Angeles, State of California, as may be designated by resolution of the BOARD.

3.3 TIMING. Meetings will be held monthly, unless otherwise agreed by BOARD. There shall be a minimum of six (6) meetings of the BOOSTERS per fiscal year.

3.4 TYPES OF MEETINGS

3.4.1 GENERAL MEETINGS. Meetings of the BOOSTERS general membership shall be held at a time and place designated by the BOARD. The meeting dates will be included in the band calendar. The general meetings will be held once a month from September through May.

3.4.2 ELECTION MEETING. An election meeting of the BOOSTERS shall be held in December of each year for the purpose of electing the BOARD and for the transaction of such other business as may come before the meeting. If the election of the BOARD cannot be held in December, or at any adjournment thereof, the election shall be held at a special meeting of the BOOSTERS soon thereafter.

3.4.3 BUDGET MEETINGS. There shall be two meetings to draft and finalize a budget in each fiscal year.

3.4.3(a) A budget meeting of the BOARD shall be held annually in April of each fiscal year with the DIRECTOR (and any other Advisors who want to be present) for purposes of reviewing the DIRECTOR's proposed budget. At such meeting, the DIRECTOR shall discuss with the BOARD last fiscal year's budget compared to actual expenditures and future needs of the PROGRAMS.

3.4.3(b) A budget meeting of the BOOSTERS shall be held annually in May of each fiscal year for purposes of reviewing the BOOSTER financial reports of the current fiscal year and establishing the BOOSTERS operating budget for the upcoming fiscal year. If the meeting cannot be held in the month of May, or at any adjournment thereof, the budget shall be discussed at a special meeting soon thereafter.

3.4.4 SPECIAL MEETINGS. Special meetings of the BOOSTERS may be called by the BOOSTERS President, the BOARD, the Principal of West Ranch High School, the DIRECTOR, or upon written request to the BOARD by not less than ten percent (10%) of the BOOSTERS.

3.5. QUORUM. Any number of voting BOOSTER members and at least two (2) members of the BOARD present at any general meeting shall constitute a quorum at such meeting.

3.6 VOTING.

3.6.1 MOTIONS. A motion to vote on an issue may be made and seconded by any voting BOOSTER. A simple majority of the votes entitled to be cast on a matter to be voted upon by the BOOSTERS present shall be necessary for the adoption thereof.

3.6.2 EQUAL VOTING RIGHTS. The voting rights of all Active members are equal. Each active member shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or absentee ballots. Cumulative voting shall not be allowed.

3.7 CONDUCT. Meetings of the BOOSTERS shall be conducted in accordance with Robert's Rules of Order. Rules governing BOOSTERS meetings may be revised insofar as such rules are not inconsistent with or in conflict with the Bylaws, the Articles of Incorporation of the BOOSTERS, the William S. Hart District bylaws, or with State and Federal laws.

3.8 PROCEEDINGS. These meetings shall be presided over by the President of the BOOSTERS or, in their absence, by another officer. The secretary of the BOOSTERS shall act as secretary at all meetings, or in their absence, the presiding officer shall appoint another person to act as secretary of the meeting.

ARTICLE IV BOARD OF DIRECTORS

4.1 MEMBERSHIP.

4.1.1 ELECTED OFFICERS. The BOOSTERS shall be managed by a minimum of five elected officers (the "OFFICERS"). The BOARD shall consist of the following OFFICERS:

- President
- Vice President of Operations
- Vice President of Programs
- Treasurer
- Secretary

Each position may be held by spouses who reside in the same household; however, each position shall have one vote only and one email address.

4.1.2 APPOINTED OFFICERS. The BOARD may designate any appointed officers by a majority affirmative vote. In extenuating circumstances, the BOARD can appoint a non-BOOSTER member to an officer position by a simple majority vote.

4.1.3 ADVISORS. Advisors to the BOARD are members without a vote. The following are such advisors: the immediate past members of the BOOSTERS BOARD, the Principal of West Ranch High School, the Vice Principal of West Ranch High School, the Director of Instrumental Music for West Ranch High School (the "DIRECTOR"), the Director of Jazz Studies for West Ranch High School

("Jazz Director"), the Director of Percussion for West Ranch High School ("Percussion Director"), and the Director of Color Guard for West Ranch High School ("Colorguard Director"), or any of these directors' designee(s).

4.2. TERMS OF OFFICE. OFFICERS shall serve for a term of two (2) years (July 1 to June 30 of the following year) or until successors are elected.

4.3 POWERS. The BOARD shall work in conjunction with the BOOSTERS to control its property and conduct its affairs, except as otherwise provided by law and by these bylaws.

4.4 MEETINGS

4.4.1 Meetings will be held monthly or as determined by the BOARD. The meeting date and time shall be posted on the PROGRAMS calendar a minimum of 48 hours in advance.

4.4.2 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 email or text messaging.

4.4.3 All 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.

4.4.4 A majority vote of the BOARD shall prevail on all matters requiring a vote unless otherwise stated in these Bylaws.

4.4.5 The President can call for a BOARD vote via email or other technology such as video conference call, phone conference call, or any other technological means, as long as it is received by the entire BOARD.

4.4.6 A quorum of the BOARD shall be at least three (3) members and a majority of such quorum may transact business on behalf of the BOARD upon written notice to the remainder of the BOARD.

4.5 TERMINATION OF OFFICERS. When an officer (Elected or Appointed) fails to attend two (2) consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in the Bylaws or standing rules, the Board may, by a two-thirds (2/3) affirmative vote, declare the office vacant. An officer may also be relieved of his/her duties without cause by a three-fourths (3/4) affirmative vote of the voting membership at any meeting.

4.5.1 Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the BOOSTERS President, without delay, all passwords, records, books and materials pertaining to the office (e.g., all bank cards, checks, ledgers, etc.). Upon the expiration of the term of office or in case of resignation or termination of the BOOSTERS President, they shall turn over to any other member of the BOARD, without delay, all passwords, records, books and materials pertaining to the office. In the event the expiration of the term of office, resignation or termination of all officers occurs simultaneously, each officer shall turn over to the DIRECTOR or their designee, without delay, all records, books and materials pertaining to each office. In the case of resignation or termination, all passwords, records, books and materials pertaining to the office shall be turned over to the President and one other BOARD member no later than 14 calendar days after resignation or termination.

4.6 VACANCIES.

4.6.1 A vacancy exists on the BOARD when a duly elected or appointed member either resigns, is no longer eligible to serve as a member, or is removed from the BOARD.

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4.6.2 The BOARD shall present a replacement(s) to be voted on by a majority vote of the BOARD within one month of the stated vacancy. If the vacancy is an appointed position, the DIRECTOR shall appoint a replacement.

4.6.3 The term of the replacement member will be for the remainder of the term which is to be, or has been, vacated.

ARTICLE V ELECTION OF OFFICERS

5.1 TIME OF ELECTION. The election of OFFICERS of the BOARD shall take place each year in the month of December.

5.2 NOMINATING COMMITTEE.

5.2.1 The Nominating Committee is a group of BOOSTERS responsible for submitting a recommended slate of candidates to serve as the BOARD for the next fiscal year. The Nominating Committee shall be no less than two (2) members of the BOOSTERS.

5.2.2 The Nominating Committee is appointed in November of the current fiscal year by the DIRECTOR .

5.2.3 The Nominating Committee shall publicize the positions available and provide methods for securing feedback from membership on their interest in serving.

5.2.4 The Nominating Committee shall present a slate of candidates to the Director for their review. The candidates approved by the Director shall be presented at the BOARD meeting in November of the current fiscal year for elections at the December general BOOSTER meeting.

5.2.5 The Nominating Committee handles all aspects of the voting for the BOARD at the December general BOOSTER meeting.

5.2.6 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.

5.2.7 The Nominating Committee is not finished with their function until all of the positions have been filled.

5.3 CANDIDATES. The privilege of holding office shall be limited to Voting Members of the BOOSTERS. To be considered for office, a member must be nominated by any Voting Member, the nomination must be seconded by a Voting Member, and the nominee must also accept the nomination. All such steps may take place at a BOOSTER meeting, BOARD meeting, or by other communicative means (email, telephone, conference call, or text).

5.4 ELECTIONS.

5.4.1 GENERAL ELECTION. At the November election meeting, one member of the Nominating Committee will present the slate of officers. If there is more than one nominee for any slated position, the election shall be held by written ballot. A committee of three shall be formed to distribute, collect, and count ballots. It is permissible to use both a voice vote for uncontested offices and a ballot vote for contested offices in one election. If an office remains unfilled after the election, it shall be considered a vacant office to be filled by appointment by the newly elected BOARD.

5.4.2 SPECIAL OR EMERGENCY ELECTIONS. In the event that a special or an emergency election is required for any reason, including, but not limited to, a vacancy of one (1) or more elected office, the nominations for vacant office(s) will be held at any scheduled general BOOSTER meeting. At least one (1) week of notice shall be given to all voting BOOSTERS before nominations may begin. Nominations will be held in the same manner as described above. At the discretion of the BOOSTERS present, the election may be held at the same meeting at which the nominations are made, or it may be held at the next scheduled BOOSTER meeting.

5.5 INSTALLATION OF OFFICERS. Installation of normally elected officers-elect shall take place at the first scheduled general membership meeting following elections.

5.5 NEW BOARD MEMBERS.

5.5.1 SHADOWING. A period of training for entry into the new office will commence beginning January 1 after the prior year election. The outgoing officer is required to train the incoming officer to the best of their ability on all duties and responsibilities required of that office.

5.5.2 ACCESS. No later than 30 days prior to a new BOARD member's transition to their BOARD position, the outgoing BOARD member shall provide access to all BOARD information, digital and physical, including, but not limited to, emails, passwords, keys, financial statements, records, needed access, and statements.

ARTICLE VI DUTIES OF OFFICERS

6.1 PRESIDENT

6.1.1 The President is given the power and authority by the BOOSTERS to direct and carry out the mission and objectives of the BOOSTERS, and to ensure that the duties and obligations of the BOARD are met. This 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.

6.1.2 Duties shall include, but are not limited to:

6.1.2(a) Organizing, presiding at, and setting the final agenda for all BOARD, general, and/or special BOOSTER meetings in conjunction with the DIRECTOR. If the President cannot attend a meeting, the President will appoint a BOARD member of his/her choice to preside over the meeting.

6.1.2(b) Overseeing that all activities of the BOOSTERS are carried out, including, but not limited to coordinating, or delegating the coordination of, any work of the BOARD or a committee of the BOARD.

6.1.2(c) Approving all official BOOSTERS information to be communicated both within and outside of the BOOSTERS organization.

6.1.2(d) Acting as the liaison with the school and district administrative officials and cooperating with the heads of the individual performing ensembles in the PROGRAMS.

6.1.2(e) Assuring all correspondence requiring action is assigned and following up to ensure satisfactory results.

6.1.2(f) Ensuring that an audit of the BOOSTERS finances is conducted annually (see Sections 6.5.2(j) and 7.5).

6.1.2(g) Acting as the official representative of the BOOSTERS at all functions and meetings that a member of the BOARD is required to attend.

6.1.2(h) Approving and signing all annual documents and other reports, including, but not limited to, financial, registries, licensing, and taxes on behalf of the BOOSTERS.

6.1.2(i) Calling emergency meetings, when needed.

6.1.2(j) Coordinating with the DIRECTOR to reserve facilities, obtain district clearance to use school facilities, coordinate visitor access, lighting, custodial duties, etc. for all PROGRAMS' events.

6.1.2.(k) Coordinating with the Treasurer to set up, or arrange for a designee to set up, all electronic payment terminals for all PROGRAMS' events.

6.1.2(l) Securing any insurance needed.

6.1.2(m) Acting as the signatory for any and all contracts or other binding agreements of the BOARD.

6.1.2(n) Serving as an advisor to the Board for one (1) year following the completion of his/her term of office.

6.1.3 FESTIVALS. The President shall oversee all festivals, including, but not limited to, Wildcat Classic, Southern California School Band and Orchestra Association ("SCSBOA"), and Super Jazz at the Ranch (collectively, the "FESTIVALS"). At least four (4) weeks before each FESTIVAL, the President shall call a meeting, if not already covered in a BOARD meeting, to discuss needs for each FESTIVAL, and the role that each BOARD member will have in that FESTIVAL.

6.1.4 COOPERATION. The President shall have an active role in all EVENTS and FESTIVALS, forming and overseeing committees in cooperation with all other BOARD members outside of already assigned duties, and working in cooperation with the other BOARD members and BOOSTERS the day of the EVENT/FESTIVAL.

6.1.5 SPIRIT WEAR. Oversee the annual selection, branding, ordering, and sale of show shirts, apparel, stickers, lanyards, and any other items with the PROGRAMS logo.

6.2 VICE PRESIDENT OF OPERATIONS

6.2.1 If requested by the President or the majority of the BOARD, the Vice President of Operations (the "VP Ops") shall, in the absence of the BOOSTERS President, perform all duties of the BOOSTERS President and be subject to all the restrictions placed upon the BOOSTERS President.

6.2.2 Duties of the VP OPs shall include, but are not limited to, transportation, equipment, first aid supplies, and field and general maintenance for both fall and spring seasons. The VP Ops may form committees that handle various responsibilities that fall under its duties.

6.2.2(a) TRANSPORTATION. Arrange for the transportation of equipment, props, uniforms and/or other supplies needed to and from football games, competitions, parades, potlucks, off-site concerts, other performances, and all other PROGRAMS events (collectively, "EVENTS") and FESTIVALS for fall and winter seasons.

6.2.2(b) MAINTENANCE AND REPAIR. Oversee and coordinate the maintenance, repair, construction and/or purchase of equipment (musical and general) and props for all PROGRAMS year round. Ensure proper maintenance and repair, if necessary, of the band trailers, semi-trailer, and any other BOOSTER owned or used vehicles.

6.2.2(c) EVENTS. Coordinate the set-up and tear down needs for BOOSTERS-sponsored events with the event chairperson(s). The VP Ops also shall form a committee of volunteers for the set-up and breakdown of the annual year-end banquet in cooperation and under the oversight of the Vice President of Programs ("VP Programs").

6.2.2(d) HOSPITALITY. Form and oversee committees of volunteers to ensure that the food is provided for all PROGRAMS EVENTS and FESTIVALS.

6.2.2(d)(i) STUDENTS. Ensure that marching band students are provided with food and/or drinks during band camp (dinner each evening, as scheduled and run by VP Ops, and ice cream socials, as scheduled with VP Programs), football games, competitions, potlucks, concerts, performances, and parades. Such committee responsibilities include, but are not limited to: (i) ensuring there is an adequate supply of water and snacks available for use either through donation or purchase, (ii) recruiting and managing volunteers to assist in the preparation and serving of food and refreshments; (iii) arranging for the transportation of refreshments to the function; and (iv) contacting vendors when purchasing ready-made food and/or drinks for the function, and arranging delivery of such items.

6.2.2(d)(ii) DIRECTORS. Ensure that for every FESTIVAL hospitality is provided to the school directors and staff of visiting bands, as needed (to be discussed in advance and in coordination with the BOARD President).

6.2.2(d)(iii) CONCESSIONS. Ensure that for every FESTIVAL a concession table is set up with adequate food and drinks for the BOOSTERS to sell to participants and attendees, as needed (to be discussed in advance and in coordination with the BOARD President).

6.2.2(e) UNIFORM COMMITTEE. Form and oversee a committee of volunteers to handle uniforms for the marching band during the fall season and potentially the costumes for Winter Percussion (to be addressed year-to-year). Such committee responsibilities include, but are not limited to, (i) managing the students' uniform fittings during band camp, (ii) coordinating with the student uniform committee to ensure that all uniform items are loaded onto trailers to transport to EVENTS and FESTIVALS, as needed, (iii) working with the uniforms racks and other items before, during, and after the students' dressing to ensure that all students are appropriately dressed and that uniforms are properly maintained; (iv) managing the repair and cleaning of the uniforms; (v) managing the inventory relating to the uniforms; and (vi) overseeing the ordering of shoes, gloves, and other accessories for the uniforms in consultation with the DIRECTOR and staff, as needed.

6.2.2(f) PROP COMMITTEE. Recruit and manage volunteers for making, maintaining and staging props at field show competitions, football games, and other events as needed.

6.2.2(g) PIT CREW COMMITTEE. Recruit and manage volunteers for staging props and pit equipment at field show competitions, football games, and other events as needed.

6.2.2(h) COOPERATION. The VP Ops shall have an active role in all EVENTS and FESTIVALS, forming and overseeing committees in cooperation with all other BOARD members outside of already assigned duties, and working in cooperation with the other BOARD members and BOOSTERS the day of the EVENT/FESTIVAL.

6.2.2(i) OTHER SUPPORT. Provide support to the DIRECTOR and other staff of all PROGRAMS, as needed.

6.3.2(j) INTERNAL CONTROLS. Maintain accurate records of all activities and contacts, communicating with the President and Treasurer.

6.3 VICE PRESIDENT OF PROGRAMS

6.3.1 If requested by the President or the majority of the BOARD, the Vice President of Programs (the "VP Programs") shall, in the absence of the BOOSTERS President, perform all duties of the BOOSTERS President and be subject to all the restrictions placed upon the BOOSTERS President.

6.3.2 The VP Programs shall be responsible for fundraising, public relations (including the website and social media), and special events. Duties of the VP Programs shall include, but not be limited to operational oversight of fundraising, public relations, and special events. The VP Programs may form committees that handle various responsibilities that fall under its duties.

6.3.2(a) FUNDRAISING. Engage in fundraising for the PROGRAMS, including, but not limited to, restaurant nights, raffles, direct funding campaigns, eScript, and various sales events (e.g., mattress, candy, etc.). Ensure appropriate vendors and/or sites are secured for fundraising events, solicitations for donations from companies and other potential donors are appropriate, volunteers are secured for any events, and other such programs are coordinated and promoted. Seek corporate sponsors. Ensure proper communication to the BOARD and the DIRECTOR on all fundraising activities.

6.3.2(b) COMMUNITY INFORMATION. Coordinate press releases or other means to ensure information about the PROGRAMS' events and accomplishments are published in newspapers, magazines, and on social media. Secure approval from the BOARD, the BOARD President, and/or the DIRECTOR, as needed, for media press releases and materials developed for solicitation of donations.

6.3.2(c) BAND CAMP ACTIVITIES. Form and oversee a committee of parent and/or student volunteers to create and engage students in games on chosen band camp evenings.

6.3.2(d) BANQUET. Form and oversee a committee of volunteers to plan and execute the end of the year PROGRAMS' banquet.

6.3.2(e) COOPERATION. The VP Programs shall have an active role in all EVENTS and FESTIVALS, forming and overseeing committees in cooperation with all other BOARD members outside of already assigned duties, and working in cooperation with the other BOARD members and BOOSTERS the day of the EVENT/FESTIVAL.

6.3.2(f) AD SALES. Oversee sales for all advertising and sponsorships.

6.3.2(g) WEBSITE. Oversee and maintain the West Ranch PROGRAMS website.

6.3.2(h) SOCIAL MEDIA. Oversee and maintain social media outlets for the PROGRAMS.

6.3.2(i) INTERNAL CONTROLS. Maintain accurate records of all activities and contacts, communicating with the President and Treasurer.

6.4 THE SECRETARY

6.4.1 The Secretary shall be responsible for all official written and electronic communications of the BOOSTERS and the BOARD, and shall be the custodian of such records.

6.4.2 Duties of the Secretary shall include, but not be limited to, creating and maintaining accurate records of the BOOSTERS and the BOARD, and assisting other BOARD members, as needed, with files and organization.

6.4.2(a) MEETING AGENDAS AND MINUTES. Prepare agendas in advance of all BOARD and BOOSTERS meetings to be provided to all attendees. Prepare an accurate record of the proceedings of all meetings, and maintain all agendas and meeting minutes on the BOARD's shared drive.

6.4.2(b) BYLAWS. Review annually the BOOSTER Bylaws. Prepare any amendments for BOARD review and vote at a BOARD meeting about such amendments. Ensure that the final Bylaws are signed annually by all BOARD members, maintain a current copy of the Bylaws on the BOARD's shared drive, and provide a fully executed version to the BOOSTER president for their filing with the Hart District, California Secretary of State, and West Ranch ASB.

6.4.2(c) NOTICES. Serve all notices of meetings, appointments, and reports as required by law or these Bylaws.

6.4.2(d) DATABASE. Obtain from the DIRECTOR a record of all BOOSTERS and maintain the record on the BOARD's share drive. Record, maintain, and circulate to the BOARD and/or any committees the names and contact information for any BOOSTERS who have volunteered to help in particular parts of the PROGRAMS.

6.4.2(e) FESTIVAL PAPERWORK. Work with the DIRECTOR, staff, and other BOARD members to obtain, assist, and organize all documents needed for EVENTS and FESTIVALS.

6.4.2(f) RECORDS. Organize and maintain all BOARD and BOOSTER-related documents, including, but not limited to, account numbers, passwords, log-ins, reports, and memoranda.

6.4.2(g) COOPERATION. The Secretary shall have an active role in all EVENTS and FESTIVALS, forming and overseeing committees in cooperation with all other BOARD members outside of already assigned duties, and working in cooperation with the other BOARD members and BOOSTERS the day of the EVENT/FESTIVAL.

6.5 THE TREASURER

6.5.1 The Treasurer shall be the custodian of all monetary funds and accounts in the name of the BOOSTERS.

6.5.2 The Treasurer's duties shall include, but not be limited to, the preparation, payment, and monitoring of the BOOSTERS' budget, income, and expenses. Specific responsibilities of the Treasurer include:

6.5.2(a) RECORDS. Keep, or cause to be kept, such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the BOOSTERS. Such books of accounts and records shall at all reasonable times be open to inspection by any BOARD or BOOSTER member, the Principal of West Ranch High School, the DIRECTOR, any other Band Directors, and/or any other person as required by law.

6.5.2(b) CASH BOXES. Obtain cash from the BOOSTERS' bank account and provide money for cash boxes, when necessary, for all BOOSTER and PROGRAMS' FESTIVALS and EVENTS. Keep receipts

for any money removed from the bank account for BOOSTERS' records. Ensure that lower denominations of cash are available throughout each EVENT/FESTIVAL.

At each EVENT/FESTIVAL, the Treasurer or another member of the BOARD designated by the Treasurer shall monitor the cash received at each station (e.g., concessions, ticket sales, etc.). The Treasurer or their designee should remove excess cash from cash boxes on a periodic basis at each EVENT/FESTIVAL and maintain the cash in a safe location known by one (1) BOARD member and one (1) BOOSTER volunteer. Count and record the amount of cash received at the end of each EVENT/FESTIVAL with at least one (1) BOARD member and one (1) BOOSTER volunteer present. All funds are to be deposited in the bank within one (1) business day of receipt by the Treasurer or his/her designee. Create receipt for all cash counted, scan related documents into the BOOSTERS' shared drive, and provide receipt to the BOOSTER President and the DIRECTOR.

6.5.2(c) ELECTRONIC PAYMENT TERMINALS. Directly after each and every event for the PROGRAMS, the Treasurer or another member of the BOARD designated by the Treasurer, shall collect all electronic payment terminals and batch reports within 30 minutes of collection. On a monthly basis, payment terminal transactions should be reconciled against third party credit card processing statements. Such reports shall be deposited into the BOOSTERS' shared drive and appropriately recorded by the Treasurer in the BOARD approved record-keeping system.

6.5.2(d) RECEIPT OF MONEY. Receive any monies from any member of the BOOSTERS (through webstore or otherwise), vendor, or other legitimate source. Record monies received in the BOARD approved record-keeping system, provide necessary receipts, and deposit monies in a BOARD approved bank account. Such bank account shall not be connected to the personal bank account of any person, including, but not limited to, BOARD members or any BOOSTER member.

6.5.2(e) CHAIN OF CUSTODY. In accordance with the BOOSTERS' policies, any monetary transactions, including checks and cash, shall be handled through a clear chain of custody. When the DIRECTOR or any other Band Director or staff receives or collects money on behalf of the BOOSTERS, including checks and cash, they are responsible for immediately transferring these funds to the Treasurer. The transfer of funds must be documented through a written acknowledgment signed by each person (the transferor and transferee), detailing the amount and form of payment. Such funds will then be deposited into the BOOSTERS' designated bank account, ensuring proper tracking and reconciliation of all funds. This process ensures transparency and accountability, maintaining the integrity of the BOOSTERS' financial practices.

6.5.2(f) INVOICES AND REIMBURSEMENTS. Pay all bills and reimbursements in a timely manner as authorized by the BOARD and keep accurate records of all payments. Reimbursements for any monies personally paid by the BOARD or any BOOSTERS shall be within 10 business days.

6.5.2(g) REPORTS. Provide a full report of the status of the treasury at each BOARD and BOOSTER meeting and whenever asked to do so upon sufficient notice by a BOARD member. At each BOARD meeting, reports provided to each BOARD member shall include, at a minimum, a profit and loss statement and a balance sheet. Upon request, the Treasurer shall also provide the BOARD with a report of the BOOSTERS' finances that compares the budget versus actuals for the fiscal year to date. The reports may be provided by the Treasurer to the BOARD and BOOSTER members electronically; however, if the Treasurer does not provide the reports electronically in advance of any BOARD or BOOSTER meeting, then the Treasurer should provide a hardcopy to BOARD and BOOSTER members at the meeting.

6.5.2(h) TAX RETURNS. Work with the BOARD president to file all required tax returns and financial reports in the appropriate time frames to the appropriate school, state, and/or federal agencies using a professional tax preparer.

6.5.2(i) BUDGET. Work with the DIRECTOR to submit the proposed itemized annual budget to the BOARD for approval at a designated BOARD meeting annually.

6.5.2(j) AUDIT. Provide financial reports and related records as requested by the BOARD, audit committee (if any), or external accountant/auditor, and meet with such person(s) to explain the records or answer questions during an audit.

6.5.2(j) COOPERATION. The Treasurer shall have an active role in all EVENTS and FESTIVALS, forming and overseeing committees in cooperation with all other BOARD members outside of already assigned duties, and working in cooperation with the other BOARD members and BOOSTERS the day of the EVENT/FESTIVAL.

ARTICLE VII FINANCIAL MANAGEMENT

7.1 BUDGET. The budget is presented with anticipated contributions (income) and expense items necessary to run the PROGRAMS for the upcoming fiscal year. The budget is only an estimate based on the number of projected students and related expenses at the time the budget is developed. The budget pre-authorizes the expenses contained therein.

The proposed budget shall be set only after the needs for all PROGRAMS have been discussed with the director and/or staff for each program (i.e., the DIRECTOR, as well as the Director of Jazz Studies, Percussion Director, and Colorguard Director).

7.1.1 BUDGET PREPARATION

7.1.1(a) The DIRECTOR will prepare a proposed budget for the next fiscal year. In May, a minimum of one week before the last BOARD meeting of the fiscal year, the DIRECTOR will hold a budget meeting with the BOARD to review the proposed budget. A quorum of the BOARD shall be present for the budget meeting with the DIRECTOR. At such meeting, the proposed budget will be reviewed in detail with the DIRECTOR and any band staff who want to be present.

During the last BOARD meeting of the fiscal year, the proposed budget will be discussed, and presented for approval by the DIRECTOR to the BOARD. The budget will be approved with a majority vote by the BOARD at this meeting or at a special meeting called for by any BOARD member, which shall occur no later than the last day of the current fiscal year.

7.1.1(b) The BOARD will present a final revised budget to the BOOSTERS at the September general BOOSTERS meeting based on actual enrollment and PROGRAMS needs, and financial adjustments, if needed. A majority vote of members present shall prevail.

7.1.1(c) If actual enrollment numbers are substantially different than those estimated during the budget process, or if changes to the budget are needed at any time throughout the year, the Band Directors and Treasurer will amend and re-submit the revised budget as necessary to the BOARD. A majority vote of the BOARD shall prevail.

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7.1.1(d) Once the budget is approved, any expenditures beyond that amount, or any expenditure not specifically identified in the approved budget that is over \$200, will not be allowed unless specifically approved by the BOARD. If a non-budgeted emergency arises and funding is immediately necessary, a special meeting of the BOARD shall be convened to vote on the non-budgeted item, or alternatively, the BOARD may approve an expenditure not specifically identified in the approved budget that is over \$200 by electronic signature.

If such an emergency condition results in the BOARD allocating funds outside the approved budget, the BOOSTERS shall be advised of the situation at the next general meeting of the BOOSTERS. In all cases, the allocation of funds to a non-budgeted item shall not be made when funds and/or unallocated reserves are not available to cover projected expenses of the BOOSTERS.

7.2 BANK ACCOUNTS

7.2.1 The BOOSTERS shall maintain a general checking account to be used to disburse the funds of the organization.

7.2.2 The BOOSTERS shall maintain a savings account to hold any medium-term excess of monies not needed for day-to-day operations.

7.2.3 Should monies exist that are for multi-year projects, or are in excess of annual needs, the BOOSTERS may establish an interest-bearing account to hold excess or strategic reserve funds. Such account shall remain at the same banking institution as the main BOOSTERS bank account.

7.2.4 All accounts established with any BOOSTERS monies shall be included in any financial reports.

7.2.5 The Treasurer shall have the authority to move monies from one BOOSTER account to another BOOSTER account.

7.2.6 All payments are to have two (2) approvals regardless of the amount being disbursed with the signatures being of two (2) BOARD members.

7.3 TANGIBLE ASSETS. All tangible assets purchased by the BOOSTERS shall immediately be received and recorded before becoming the property of the West Ranch High School Instrumental Music Department.

7.4 FINANCIAL REPORTING. All accounts shall be reported on at every BOARD and BOOSTER meeting. Reports should include a balance sheet and a profit and loss budget variance report.

7.4 ACCESS TO RECORDS. All books and records of the BOOSTERS may be inspected by any BOOSTER member for any proper purpose at any reasonable time.

7.5 FINANCIAL AUDIT. An audit of the financial reports and related financial records may be conducted at the end of each fiscal year by an Audit Committee or independent outside auditor approved by the BOARD.

ARTICLE VIII COMMITTEES

8.1 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 a person 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.

8.1.1 COMMITTEE CHAIR. Committee chairpersons shall be appointed by the BOARD.

8.1.2 DUTIES OF COMMITTEES.

8.1.2(a) Committees shall not act in any financial capacity without the approval of the BOARD.

8.1.2(b) The chairpersons shall present plans of work to the BOARD for approval. No work and no financial expenditures shall be undertaken without at least two (2) BOARD members prior consent.

8.1.2(c) Committee reports shall be submitted to the BOARD officer overseeing the activity and discussed with the BOOSTERS president on a regular basis (as determined by the President).

8.1.2(d) If a chairperson fails to attend two (2) consecutive meetings without adequate excuse or is not fulfilling his/her responsibilities as prescribed in these Bylaws or standing rules, the BOARD, by a two-thirds (2/3) affirmative vote, may declare the chair vacant.

8.2 AUDIT COMMITTEE

8.2.1 The Audit Committee may be appointed to conduct an audit of the BOOSTERS financials for the fiscal year.

8.2.2 The members of the Audit Committee may be appointed by the President with approval from the BOARD. The committee should include three (3) members consisting of at least two officer(s) and a BOOSTER member(s) who are not a signatory to the BOOSTERS bank accounts.

8.2.3 The Treasurer shall not be on the Audit Committee nor be the person performing the audit because of potential conflicts of interest. The Treasurer shall cooperate with any audit, providing all records requested no later than two (2) weeks following the request.

8.2.4 The Audit Committee will prepare a written Audit Report that communicates the results of the audit to the BOARD and organization. The Treasurer will present the Audit Report at the next BOOSTERS meeting for the fiscal year.

8.2.5 A CPA or other independent outside party may be obtained to perform an external audit at the organization's expense if requested and approved by the BOARD.

ARTICLE IX

WHISTLEBLOWER PROTOCOL

9.1 The BOOSTERS are committed to operating with transparency, integrity, and accountability. This Whistleblower Policy aims to provide a clear and safe channel for BOARD members, staff, volunteers, parents, students, and other stakeholders to report suspected unethical, illegal, or improper activities.

9.2 SCOPE. This policy applies to all BOARD members, officers, volunteers, parents, students, contractors, and others affiliated with the BOOSTER PROGRAMS.

9.3 REPORTING PROCEDURES. Individuals are encouraged to report concerns about suspected unethical, illegal, fraudulent, or improper activities of the BOOSTERS. Reports should be made

promptly to any officer of the BOOSTER BOARD. The report shall be made to the DIRECTOR only in the case that any one or more of the BOARD members is/are the subject of the complaint.

9.3.1 CONFIDENTIALITY. The identity of the whistleblower will be kept confidential to the fullest extent possible, consistent with the need to conduct an adequate investigation.

9.3.2 ANONYMOUS REPORTING. Anonymous reporting is permitted, though individuals making anonymous reports should understand that anonymity may impact the investigation's effectiveness.

9.4 HANDLING OF REPORTS. Upon receipt, all reports will be promptly reviewed and investigated thoroughly and impartially. The investigation will be conducted by a designated neutral party appointed by the BOARD or DIRECTOR. Findings and recommendations from investigations will be reported to the BOARD and/or the DIRECTOR, which will determine appropriate corrective actions.

9.5 PROTECTION FROM RETALIATION. The BOOSTERS strictly prohibits retaliation against any individual who reports, in good faith, suspected misconduct. Any person who believes they have been subjected to retaliation should immediately report such action to any member of the BOARD or to the DIRECTOR. Retaliation could result in disciplinary action, including potential dismissal from leadership roles within the BOOSTERS.

9.6 COMMUNICATION AND AWARENESS. This policy will be communicated annually to all BOARD members, volunteers, parents, and other stakeholders involved with the BOOSTERS.

ARTICLE X AMENDMENT OF BYLAWS

10.1 These Bylaws may be amended, when necessary, after it has been proposed by any BOARD member and discussed at a BOARD meeting.

10.2 The amended Bylaws 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.

10.3 A two-thirds (2/3) vote of the BOARD members present will be required to amend these Bylaws.

ARTICLE XI ADDITIONAL RULES

Rules may be adopted, as needed, to facilitate or enforce the business of the BOOSTERS and these Bylaws. They may be adopted without previous notice by majority vote of the BOOSTERS. However, amendments to standing Bylaws require a majority vote with notice. They should be procedural in nature and may not conflict with the Bylaws. In the event that there is a substantive conflict between these Bylaws and William S. Hart School District policies, state, federal, or local laws, the latter supersedes these Bylaws.

ARTICLE XIII

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.

**EACH BOARD MEMBER SHALL ACKNOWLEDGE THEIR APPROVAL BY SIGNING
BELOW AND INITIALING EACH PAGE OF THESE BYLAWS.**

APPROVED:

BY Matt and/or Pam Langenwaller, Co-Presidents

Signature  Dated September 8, 2025

BY Greg and/or Tatiana Ozhekim, Co-VP Programs

Signature  Dated September 8, 2025

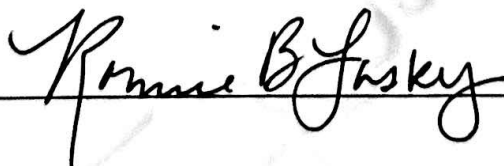
BY Brian and/or Adelina Almiron, Co-VP Operations

Signature  Dated September 8, 2025

BY Teri Gallaway, Treasurer

Signature  Dated September 8, 2025

BY Ronnie Lasky, Secretary

Signature  Dated September 8, 2025