

Bylaws of the Westlake High School Instrumental Music Boosters
(Updated: May2010)

ARTICLE 1 NAME

The name of this non-profit Section 501(c) (3) organization shall be the Westlake High School Instrumental Music Boosters. The organization includes the instrumental music programs and color guard program at Westlake High School. The principle location of the organization is at Westlake High School, 100 North Lakeview Canyon Road, Thousand Oaks, Ventura County, California 91362.

ARTICLE 2 OBJECTIVES

Section 2.1. The objectives of this organization are to promote and encourage parent and student participation in the co-curricular activities of the Westlake High School Instrumental Music Department and Color Guard; and to establish a fund from which the aforesaid activities may be provided with equipment, materials, supplies and financial support not available through school district funds.

Section 2.2. The objectives are also to conduct activities and business consistent with the foregoing objectives that the Booster Board of the organization deems appropriate.

Section 2.3. The objectives are also to work within the guidelines for high school clubs set by Westlake High School administration and the Conejo Valley Unified School District.

ARTICLE 3 POLICIES

This organization shall be non-commercial, non-sectarian, non-partisan, and shall engage only in activities deemed necessary to accomplish the stated objectives. All actions of the organization shall be in conformance with the regulations of the Conejo Valley Unified School District, adopted to govern booster clubs operating to support the educational purposes of the school district.

ARTICLE 4 MEMBERSHIP AND DUES

Section 4.1. Membership in the Westlake High School Instrumental Music Boosters is open to all the following:

- * Parents and guardians of students who are participating in any of the programs of the WHS Instrumental Music Department and Color Guard during the current fiscal year.

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* Parents and guardians of students who participated in any of the WHS Instrumental Music Department programs and who have now graduated from Westlake High School prior to the current fiscal year.

Section 4.2 A "Member" is any parent and/or guardian of any student participating in the above WHS Instrumental Music Department programs, or of any student who has participated in the WHS Instrumental Music Department program in past years and has graduated from Westlake High School.

Section 4.3 No annual membership dues will be required.

Section 4.4. No member shall have any right or interest in any of the funds of this organization.

Section 4.5. No member of this organization shall be personally liable for the debts, liabilities, or obligations of the organization.

ARTICLE 5 OFFICERS AND COMMITTEE CHAIRPERSONS AND THEIR ELECTION/APPOINTMENT

Section 5.1.1. The "Booster Board" shall consist of the "Officers" of the organization and the "Committee Chairperson" positions of the organization. All Officers and Committee Chairpersons must be current Members of the organization (as defined in Article 4 above). Each Officer and Committee Chairperson are voting Members of the "Booster Board" and shall have only one (1) vote for matters appearing before the "Booster Board".

Section 5.1.2. The "Executive Booster Board" shall consist of the current "Officers" of the organization ("Officers" as defined below). Each "Officer" shall have one (1) vote for matters appearing before the "Executive Booster Board".

Section 5.2. The "Officers" of this organization shall be: President, Recording Secretary, Vice-President-Production, Vice-President-Fundraising, Vice-President-Development, Vice-President-Volunteers/ Communication, and Treasurer, and such other officers as determined and approved by vote of the Booster Board at a regularly scheduled Booster meeting. No "Booster Board" member may hold more than one (1) of the "Officer" positions (i.e., President, any Vice-President, Secretary, or Treasurer) at any one time. An "Officer" may, however, also hold a "Committee Chairperson" position, but shall only have one (1) vote in total on matters before the "Booster Board".

Section 5.3. . The "Committee Chairperson" positions of this organization shall be: Volunteer Coordinator, Director of Communications, Director of Fundraising, Uniform Coordinator, Newsletter Editor, Webmaster, DinnerDance Committee Chairperson, Color Guard Representative, Drum Line Representative, Drumline Event Chairperson, Ad Book Chairperson, Trips Coordinator, and such other positions as determined and approved by vote of the Booster Board at a regularly scheduled Booster meeting.

Section 5.4.1. The Officers shall be elected by voice vote annually by the membership of the organization. The members of the organization shall meet annually for voting in June during the annual Instrumental Music Department "New & Returning Student/Parent Orientation

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Meeting/General Election Meeting” for the purpose of electing the “Officers” for the “Executive Booster Board” for the following fiscal year.

Section 5.4.2 The current Booster Board may nominate Members for “Officer” positions prior to the Annual Election Meeting in June of each fiscal year. In addition, any Member may also nominate any other Member for an “Officer” position prior to the voice vote at the Annual Election Meeting in June. The organization’s newsletter published immediately preceding this annual June meeting (see Section 5.4.1) will contain these nominating procedures. The current President will conduct the election of the “Officers” positions for the next fiscal year, by soliciting a voice vote of the Members in attendance at this Annual Election Meeting in June.

Section 5.5 The “Committee Chairperson” positions shall be appointed by the Executive Booster Board at the beginning of each fiscal year.

Section 5.6. The Officers will serve for a term of one year, corresponding to the fiscal year. The fiscal year runs from August 1st to July 31st of the following year. All Officers are eligible to serve for more than one one-year term, upon voice vote approval of the membership of the organization at a subsequent June Annual Election Meeting of the organization.

Section 5.7. When an Officer or Committee Chairperson fails to perform his/her duties without adequate reason for a period of thirty (30) days, or for cause, the Executive Booster Board may remove the Officer or Committee Chairperson and declare the position vacant. An action to remove an Officer or Committee Chairperson requires a two-thirds majority vote of the Executive Booster Board at a regularly scheduled Booster meeting or at a Special Meeting (see Article 8 below for Meeting definitions).

Section 5.8. When a vacancy occurs in an “Officer” position, the Booster Board will accept nominations from the membership. The replacement member will be selected from these nominations by a plurality of the vote of the Booster Board at a regularly scheduled Booster Board meeting.

Section 5.9. When a vacancy occurs in a “Committee Chairperson” position, the Executive Booster Board will appoint a member to fill the vacancy.

Section 5.10. All Officers and Committee Chairpersons shall serve without compensation.

ARTICLE 6 DUTIES OF OFFICERS, BOARD MEMBERS AND REPRESENTATIVES

Section 6.1. The President shall preside at all meetings of the organization and shall form committees necessary to execute the policies of the Booster Board. The President shall interface with the Director of the Westlake High School Instrumental Music Department and Booster members.

Section 6.2. The Vice-Presidents shall act as aids to the President, and may perform the duties of the President in his/her absence. The Vice-Presidents shall , respectively, be responsible to oversee all aspects of either Production, Fundraising, Development, or Volunteers & Communication as defined by the Booster Board from time to time.

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Section 6.3. The Secretary shall keep the minutes of all meetings of the Booster Board, distribute them prior to the next regularly scheduled meeting, and shall maintain a roster of the Booster Board members.

Section 6.4. The Treasurer shall be responsible for all monies received by the organization and shall deposit same in the name of the organization in the organization's general account, at a bank approved by the Booster Board. The Treasurer shall pay all bills, keep an accurate record of receipts and disbursements, and file all appropriate tax reports and legal forms in a timely fashion. All Booster bank account checks must be signed by two (2) authorized, elected Officers. The Treasurer is also to report on the updated financial status of the organization to the Booster Board at all regularly scheduled Booster meetings. Any Officer has the right to examine the Boosters' bank account and financial records at any time.

Section 6.5. The Executive Booster Board as deemed necessary shall create various committees and Committee Chairperson positions. Those serving as Committee Chairpersons shall report to the Booster Board at the regular meetings.

Section 6.6. All Committee Chairperson positions must be filled by "Members" (i.e. parents or guardians with students in the Westlake High School Instrumental Music and Color Guard programs).

Section 6.7 The Booster Board, consisting of the "Officers" and "Committee Chairpersons", shall have the responsibility to develop a 5-year long range plan that projects the activities, functions and positions required for the Boosters to adequately support the needs of the instrumental music and color guard programs. The plan should cover a subsequent five-year period and is to be revised each year at one of the regularly scheduled Board meetings held in the first quarter of the fiscal year.

ARTICLE 7 BUDGET AND FUND-RAISING

Section 7.1. The annual budget of the organization shall be approved by a majority vote of attending members during the Instrumental Music Department "New & Returning Student/Parent Orientation Meeting / General Election Meeting" in June. The annual budget will also be submitted as a part of the school district's policy for re-authorizing all "Clubs"; these budget and financial forms will be submitted to the Principal prior to the November deadline each fiscal year. Modifications to the budget shall be approved by a majority vote of attending Booster Board members at any subsequent regularly scheduled Booster Board meeting during the fiscal year.

Section 7.2. All fund-raising activities of the organization shall be approved by a majority vote of the Booster Board at any regularly scheduled Booster Board meeting.

Section 7.3. An audit committee appointed by the Booster Board will conduct annual audits of all Booster bank accounts and financial transactions. This audit committee shall also audit the Boosters accounts and transactions as a part of the Club Re-Authorization procedures set up by the School District each fiscal year. In addition, the Conejo Valley Unified School District shall have the right to require an independent audit of the organization at the District's expense at any time.

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Section 7.4. No disbursement of funds in excess of \$300.00 shall be made without authorization by the Executive Board. Such authorization shall be by either yearly budget approval or specific item approval. Disbursements of funds for expenditures totaling \$300.00 or less may be authorized by two Booster Board members, one of which must be an “Officer”.

ARTICLE 8 MEETINGS

Section 8.1. Annual Election Meeting--The Westlake High School Instrumental Music Boosters members shall meet annually during the Instrumental Music Department “New & Returning Student/Parent Orientation Meeting / General Election Meeting” in June for the purpose of electing the Executive Booster Board (i.e. the “Officers”) for the following fiscal year, and for approving the next year’s annual budget. The current President will preside at the Annual Election Meeting.

Section 8.2. Regular Meetings of the Board—These meetings of the Booster Board shall be called at least six (6) times a year (preferably monthly). Board meetings shall be open to any interested “Members” of the organization. Meetings will be conducted under Roberts' Rules of Order. No proxy votes will be accepted at any regular meeting. Each member of the Booster Board shall have one (1) vote. A quorum at any regular meeting shall consist of minimum two (2) Officers and three (3) Committee Chairpersons of the Booster Board.

Section 8.3.1. Special Meetings--The Executive Booster Board or the Director of the Instrumental Music Program may call a special meeting of the members. If a special meeting is called as authorized by these bylaws, the special meeting must occur within thirty (30) days. The request for the meeting must be submitted in writing and delivered personally or by mail to the President, specifying the general nature of the business proposed to be transacted at the special meeting. A minimum of fourteen (14) days notice by written, mailed meeting notification, disclosing the entire meeting agenda and items to be voted on during the Special Meeting, is required to be delivered to all Members of the organization for any special meeting.

Section 8.3.2 Special Meetings called by the General Membership—The Members of the organization may also call a Special Meeting of the Booster Board and Members. Special meetings called by the membership require written response by a minimum ten percent (10%) of the membership calling for such a special meeting, to be delivered to the President. The requirements for time, disclosure of agenda, etc. are as in Section 8.3.1 above. At such a “Special Meeting called by the General Membership”, the President shall preside over the Special Meeting, and all Members present at the meeting shall have one (1) vote for matters appearing before the Board and Membership.

ARTICLE 9 INDIVIDUAL STUDENT ACCOUNT (ISA) FUNDS

Section 9.1 Individual Student Account (ISA) Funds are internal accounts of “Booster funding credits” created for all individual students in the program. This program of ISA “funding credits” is a method by which the Boosters help to alleviate the financial burdens of the program to families. Students and their families who participate in various Booster fundraising activities throughout the year (examples: Escrip, Ad Book sales), and in certain other Booster programs announced throughout the year, in return, can have “funding credits” distributed accordingly to their individual student accounts for use against future Instrumental Music Department related expenses. The Executive Booster Board also retains the right, for purposes

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of more fully funding and utilizing ISA funds for special occasions or band trips, by creating a special ISA “reimbursement” program for such an event with specific time periods and criteria (e.g., band trip to Florida in spring 2005 allowed reimbursement of ISA funds earned throughout that school year).

Section 9.2. All Westlake High School students actively enrolled in Instrumental Music Department programs have an Individual Student Account (ISA) funds account created in their names.

Section 9.3. These ISA Funds are allocated as “Booster Funding credits” and as such, remain the full property of the Booster organization.

Section 9.4 An ISA summary listing sheet of student ISA levels is available online on the organization’s website, and on the Director’s door. Individual student, detailed ISA sheets are available by contacting the Booster Treasurer.

Section 9.5 These ISA “funding credits” are available from an individual student’s account for the sole purpose of helping the student and family in paying for Instrumental Music Department program related expenses. ISA funds are NOT available for distribution in support of any other student high school expenses (including expenses of other Club organizations) or for any non-school related expenses. ISA funds are also NOT reimbursable directly to the student and family.

Section 9.5.1 ISA Funds are forfeited to the Boosters organization for the following reasons: 1) student no longer enrolled and actively participating in the Instrumental Music Department program, 2) student transferring outside the high school area or school district, or 3) student graduating from the high school.

Section 9.5.2. The one exception to forfeitures in the above Section 9.5.1 is that ISA funds are transferable to siblings in the Instrumental Music Department program or immediately entering the program in the following school year.

Section 9.6 The decisions by the Executive Booster Board will be final for all inquiries involving ISA funds and procedures, distribution of “funding credits”, or applicability of expenses for using ISA funds.

ARTICLE 10 CASH HANDLING PROCEDURES

Section 1. The purpose of this article is to ensure the proper handling and accounting for any CASH monies received on behalf of the Westlake High School Instrumental Music Booster organization.

Section 2. Procedures to follow for handling of CASH at WHSIMB events and activities

- a. Cash received at any WHSIMB event must be properly safe guarded at all times. The WHSIMB organization possesses secure cash boxes, and these are to be used at all times

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for events and activities requiring cash transactions (e.g., popcorn sales at football games, Jazz Festival event ticket and food sales, concert receipts and food sales) .

b. Individuals charged with responsibility for collecting cash during an event must prepare a “Cash Verification Form” at the end of the event/activity. Another adult at the event must also count and verify the amount of cash received, and countersigns the verifying adult on the bottom of the Form. Two adult signatures are required on the Cash Verification Form. This form must also indicate the specific Event and the Date for which cash was received.

c. The completed form and cash are to be sealed in an envelope and turned into the Treasurer (or, alternately, to the President), on the same day as the event/activity.

d. The Treasurer is responsible for recounting the cash, signing the Form, and retaining the Form in the organization’s records as indication of receipt of the stated cash funds for the event. If discrepancies exist, the Treasurer will immediately contact the individuals for a reconciliation. Any discrepancies in excess of \$5 must also be reviewed by the Executive Board.

e. The Treasurer is responsible for depositing the cash funds within three (3) business days into the organization’s bank account.

f. The Cash Verification Form is available in the “Document” section of the website, and will also be available from the Treasurer for large events and activities.

ARTICLE 11 DISSOLUTION

Upon the dissolution of the organization, the Booster Board shall, after paying or making provision for the payment of all of the liabilities of the organization, distribute the balance of the funds to the Westlake High School.

ARTICLE 12 AMENDMENTS

These By-laws may only be amended by a majority voice vote of the Members at the Annual Election Meeting, or by a Special Meeting called for such purpose (see Section 8.3.1 or 8.3.2).

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ARTICLE 13 HISTORY OF AMENDMENTS and CHANGES TO BY-LAWS

Version May 1999

1. Major rewriting of By-Laws (Don Cole, President)

Updated Version March 2003

1. Addition of language for Chairpersons, Board Members, & Board Meetings (Brian Gregson, President)

Updated Version May 2006

1. Change of Name from WHS Band Boosters to WHS Instrumental Music Boosters (Nancy Davis, President)

Updated Version May 2007

1. Addition of two (2) Vice President positions—
VP – Production and VP – Fundraising (Nancy Davis, President)

Updated Version June 2008

1. Addition of new Officer position (Vice President – Development)
2. Revision of officer names
VP – Volunteers position to VP – Volunteer/Communication Secretary to Recording Secretary
3. Addition of Article 12 to By-Laws, recording history of amendments and changes to By-Laws (Lynn Garruto, President)

Updated Version June 2009

1. Addition of Cash Handling Procedures Article to ByLaws (Lynn Garruto, President)

Updated Version May 2010

1. Addition of Parents and Guardians of Student Alumni are now qualified to be Members of the Boosters (Article 4 revision) (Susan Wolf, President)

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These By-Laws (Updated Version – May2010) of the Westlake High School Instrumental Music Boosters are adopted by majority voice vote of the General membership on May 12, 2010.

Signed

Susan Wolf
Booster President

Signed

Susan Cotton
Vice President - Development

Signed

Rochelle Kidd
Vice President - Production

Signed

James Faltemier
Treasurer

Signed

Karen Persichetti
Recording Secretary

Signed

Carrie Nebens
**Vice President – Volunteers &
Communication**

Signed

Lynn Garruto
Vice President - Fundraising