

Bylaws of the Golden West High School Band & Guard Boosters

Revision: March 2025

ANNUAL BYLAWS REVIEW & ADOPTION PROCESS

- **Review:** The Executive Board, Parliamentarian, and the Bylaws Committee (aka Bylaws & Election Committee) will review bylaws annually, promptly at the start of the new term.
 - The Parliamentarian and the Bylaws Committee shall review the bylaws and complete their required report, no later than one (1) week prior to the first Executive Board meeting of the new term.
- **Approval:**
 - A copy of, both, the bylaws and the Bylaw Committee Report will be given to the Head Band Director for review & approval.
 - After approval by the Head Band Director, a copy of the bylaws and the Bylaws Committee Report will be given to the Executive Board for their review and approval.
- **Adopt:** Once approved by the Head Band Director and Executive Board, the Bylaws of the Golden West High School Band & Guard Booster must be adopted by motion and voted by membership at the first Association meeting of the new term.
- **30-days notice:** The membership must be notified of the proposed bylaws changes at least thirty (30) days prior to the Association meeting where the bylaws will be adopted.
- **Sign & Date:** As soon as the bylaws are approved and adopted by the Association, the Head Band Director and all Executive Board members must sign and date the updated bylaws.
 - Signatures may be done physically or digitally.

Once the adoption process is completed, the newly adopted bylaws become the current legal governing document of the association.

A hard copy (printed) of the approved and signed bylaws should be provided to the Head Band Director & Secretary to keep for their records.

Digital copies of the bylaws are provided for any officer, chair, or member upon request.

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These bylaws outline the essential structure and specific regulations to govern the Golden West High School Band & Guard Boosters. Subject to approval & adoption, these bylaws may be modified to meet the needs of the Association.

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Article I: Name, Purpose and Mission

Section 1:

The name of this organization is and shall be the Golden West High School Band & Guard Boosters, also known as GWHS Band & Guard Boosters, located in the City of Visalia, County of Tulare, State of California.

Section 2:

The purpose of Golden West High School Band & Guard Boosters is to promote and encourage community support of the band and guard programs* of Golden West High School (GWHS) with the following objectives:

- A. To provide financial support for the band and color guard programs
- B. To provide volunteer assistance to the band and color guard programs
- C. To provide support to students, staff and members

*Refer to Standing Rules #2

Section 3:

“The Golden West High School Band Program is committed to fostering a culture of musical excellence, student leadership, and community engagement. Through high-quality instruction, diverse performance opportunities, and a supportive learning environment, we empower students to develop technical mastery, artistic expression, and lifelong appreciation for music. Our program values inclusivity, discipline, and collaboration, striving to inspire both our musicians and our community through performances that reflect dedication and passion. By building strong relationships with students, families, and local partners, we ensure that music remains a vital and celebrated part of our school and beyond.”

- Omar Salazar, Head Band Director, 2025

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Article II: Membership

Section 1:

Membership in the GWHS Band & Guard Boosters shall be open to all parents or legal guardians of students currently enrolled in the band or guard and others who support the purposes and mission of the Boosters. The Boosters shall have two (2) classes of membership: Associate and Friends.

A. Associate:

- a. Associate membership shall be granted to each parent or legal guardian of students currently enrolled in the Band & Guard Program. Associate members shall be granted full voting privileges, may be elected to Executive Board offices and may serve on and chair any support committee.
- b. Associate membership shall automatically revert to FRIENDS membership status when such member's student(s) ceases to be enrolled in the Program.

B. Friends:

- a. Membership shall be granted to all other individuals who desire to serve and support the purpose and mission of the Boosters. Friends shall be granted voting rights and shall not be allowed voting membership on the Executive Board.
 - i. They may serve as the Parliamentarian (a non-voting Executive Board position) and chair any support committee.

Section 2:

A. Membership Register*

- a. The Boosters shall maintain a membership register containing the parent or legal guardian name(s), student name, phone number(s), email address, grade, instrument and membership status of all current members of the organization.
- b. The record of names and information (listed above - Art. II, Sec. 2: A,a) of the members of the Boosters shall constitute the membership list of the association.
 - i. The membership record 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 program.

*Refer to Standing Rules #8

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Article III: Officers & Their Election

Section 1:

All officers or board members shall be a member of this Association.

Section 2:

The elected officers of this Association shall be a president, vice president, secretary, treasurer, and parliamentarian. These officers shall be elected annually.

Section 3:

The requirements and procedures for the election and conduct of the Election Committee must be followed by this Association. No member shall serve on the Election Committee for more than two (2) consecutive years.

Section 4:

A. Nominations

- a. Nominations for office shall be made by an Election Committee, also known as the Bylaws & Election Committee, which shall be elected by the Association at least one (1) month prior to the annual election in April.
- b. The Election Committee shall:
 1. All be members of the Association
 - a. The Head Band Director, or a faculty representative appointed by the Head Band Director, is not an elected member of the committee but may supervise.
 - b. The Executive Board president may NOT be a part of the Election Committee.
 2. Serve until the Association meeting in May.
 3. Consist of three (3) members, with two (2) alternates.
- c. The report of the Election Committee shall be submitted to the membership at least thirty (30) days prior to the annual election meeting, additional nominations must be called from the floor.
- d. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- e. Nominees for offices of president, vice president, secretary, and treasurer, or any other elected officer, shall not be related by blood or marriage or reside in the same household.

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Section 5:

The privilege of holding office shall be limited to members of the Association who have been active members for at least one-hundred-eighty (180) days previous to nominations, with the exception of members of transfer students who must have been active members for at least thirty (30) days previous to nominations.

Section 6:

Election shall be held by ballot at the annual election meeting in April, which is a part of the Association meeting in April.

Section 7:

A. Officers

- a. Officers shall serve a term of one (1) year.
- b. No officer shall be eligible to hold the same office for more than two (2) consecutive terms or hold more than one (1) elected or appointed office.
 - i. In the event that an Executive Board position remains vacant, the Association, with a two-thirds ($\frac{2}{3}$) majority vote, can motion to:
 1. Elect said officer back into position to serve another one (1) year term.
 2. Appoint a current officer of the Executive Board to serve as interim, in addition to their current elected office.
- c. Officers shall assume their duties at the first Executive Board meeting in May.
- d. No officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than five (5) months of a term shall be deemed to have served a full term in such office.

Section 8:

The president-elect may call meetings of the officers-elect and the Head Band Director, or a representative appointed by the Head Band Director, as necessary to ratify the appointments of appointed officers and chairs of committees, to fill vacancies on the board-elect and to make plans for the coming year's work.

Section 9:

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If an office remains unfilled after election, it shall be considered vacant and is to be filled by the board-elect.

Section 10:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board. Election to fill a vacancy shall require a majority vote of the entire Executive Board, with at least ten (10) days prior notice. If notice is not given, the election to fill the vacancy shall require a two-thirds ($\frac{2}{3}$) vote. The vice president shall notify the Association, at the next Association meeting, when a vacancy occurs in the office of president.

Article IV: Duties of Officers & Chairs

Section 1:

The officers and chairs of committees of this Association must follow and abide by the responsibilities, duties and procedures for officers and chairs as prescribed.

Section 2:

A. Conduct

- a. The Executive Board may, by a two-thirds ($\frac{2}{3}$) affirmative vote of the entire Executive Board, take such action as it determines appropriate, which may include asking for resignation, when an officer/chair:
 - i. Fails to attend three (3) consecutive meetings, executive board or association, without reasonable excuse
 - ii. Is not fulfilling the responsibilities of the office as prescribed in the by laws or Standing Rules
 - iii. Engages in conduct which the executive board determines to be injurious to the Golden West High School Band & Guard Boosters or its purposes
- b. The officer/chair, however, cannot be removed from office, without the approval from, both, the Head Band Director and a two-thirds ($\frac{2}{3}$) affirmative vote from the Executive Board.

Section 3:

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All officers/chairs shall perform the duties prescribed in the current edition of the Golden West High School Band & Guard Booster bylaws. Upon the expiration of the term of office, or in case of resignation or termination, each officer/chair shall turn over to the president or Head Band Director, without delay, all records, books, funds belonging to the Association, and other material pertaining to the office.

Article V: Description of Officers & Chairs

Section 1:

A. Officers

- a. **President:** Acts as a booster representative, effectively oversees and coordinates the work of the Golden West Band & Guard Executive Board & Boosters, and maintains effective communication with the Head Band Director. Presides at Executive Board and Association meetings and prepares an agenda for all business meetings. Serves as the official contact, communicator, and representative of GWHS Band & Guard Boosters. Acts as host coordinator (ex: CSBC): Assists the Head Band Director, instructors, and the Executive Board with planning and organizing events or activities hosted by GWHS Band & Guard Boosters. Perform duties as assigned by the Head Band Director.
- b. **Vice President:** Works as the primary aid to the president. Performs the president's duties in their absence. Helps lead Boosters towards specific goals consistent with their purpose and policies. Carries out other duties outlined in the bylaws and standing rules or as assigned by the president, Head Band Director, or Executive Board.
- c. **Secretary:** Maintains and preserves records throughout their term including, but not limited to, agendas, minutes, and attendance for every meeting and any other documents assigned by the president, Head Band Director, or Executive Board. Prepares & presents minutes for all Executive Board and Association Meetings. Provides a sign-in sheet at every Booster meeting to confirm membership status and to record attendance. Co-signs documents as assigned by the President, Head Band Director, or Executive Board.

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- d. **Treasurer:** Maintains records to track Booster funds and financial transactions. Reviews and reconciles monthly statements/reports. Reviews transactions to ensure they are posted accurately and within the boundaries of the budget. Requests appropriate financial documentation in order to prepare treasurer and financial reports for every Executive Board and Association meeting. In the absence of current financials, an estimate will be provided. Presents annual budget at the Association meeting in May. Attends fundraising events and is involved in counting money from events. In the absence of the treasurer, an Executive Board member will be appointed by the Head Band Director to assist with money counting.
- e. **Parliamentarian (non-voting):** Assists the president to manage meetings and advises on parliamentary procedure. Chairs the bylaws committee to review and revise bylaws annually per amendment protocol. Arranges the nominating committee's first meeting, providing information on nomination and election process. At the first board meeting, review bylaws.

Section 2:

A. Chairs

- a. **Historian:** Captures, assembles and preserves records of activities and achievements of the band, guard, and Boosters. Completes, submits, and presents an Annual Historian Report at the end of their term. Displays or presents a brief overview of events, activities, and accomplishments of the band & guard program(s) and the Boosters throughout the term.
- b. **Hospitality:** Acts as an official host of GWHS Band & Guard Boosters. Is responsible for creating and maintaining a welcoming environment for all activities and events related to the band program. Meets with the Executive Board, Head Band Director, and a Hospitality Committee, at the beginning of the term, to brainstorm and make plans for the upcoming season(s)/school year. Coordinates volunteer opportunities and assignments. Provides a report at the Executive Board meetings with updates on inventory, plans for upcoming events, etc.

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- i. **Food**: Organizes meals & snacks for competitions, events, activities, meetings, etc. Maintains hospitality supplies and equipment and keeps an updated list of inventory.
- ii. **Donations**: Requests donations for needed or desired items.
- iii. **Volunteers***: Develops and maintains a general list of volunteers, provides volunteer opportunities that include different amounts of time and commitment and that are inclusive for new and experienced volunteers. Oversees the assignment of volunteers, their duties, and provides information on current VUSD & GWHS policies for volunteers.

*See Art. II, Sec. 2A, Standing Rules #8

- c. **Fundraising**: Works in conjunction with the fundraising committee to plan and organize fundraising activities/events. Focuses on raising the funds needed to meet GWHS Band & Guard Booster's budget. Presents reports on proposed fundraising activities at board and association meetings for approval. Delegate tasks to committee members such as publicity, donations, and volunteer recruitment for fundraising events. Promotes family engagement, meeting the interests, needs and resources of students and the Boosters.
- d. **Uniforms & Grooming**: Works with the uniforms committee to take inventory of uniforms and necessary uniform supplies. Ensures all uniforms, shoes, and other necessities are up to standard and fit properly. Arranges multiple dates throughout the year of uniform inspection, fittings, and/or alterations.
- e. **Props Coordinator**: Works to help execute the visions for props with the help of the props committee and Head Band Director.

Article VI: Description of Committees

A. Friends & Alumni Relations:

- a. Contact Friends and alumni to:
 - i. Encourage continued participation/support with the band programs.

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- ii. Solicit investments, donations, etc. to the band programs, including but not limited to, trips, hosted events or activities, and fundraising.
- iii. Notify of upcoming events and activities, fundraisers, and volunteer opportunities.

B. Hospitality:

- a. Works alongside the Hospitality Chair to:
 - i. Create a welcoming environment for all Association members, Friends, and the community at meetings, events, or any other activity related to the band programs.
 - ii. Organize and/or prepare meals and snacks for band and guard for competitions and events.
 - iii. Assist with volunteer recruitment and assignments.

C. Bylaws & Elections:

- a. Works with the Parliamentarian to review the bylaws annually. Oversees the annual nominations and elections process for the Executive Board and Chairs.

D. Senior Student Activities:

- a. Assists with the organization and execution of senior events, such as senior dinner, senior circle, the awards banquet, and other events for seniors.

E. Fundraising:

- a. Works alongside the Fundraising Chair in organizing fundraising activities.

F. Uniforms:

- a. Assists the Uniforms & Grooming Chair with the following:
 - i. Uniform inventory and inspections
 - 1. Notify the Head Band Director of worn uniform components and new garments that are needed for the coming season(s)
 - ii. Perform fittings, minor repairs, alterations
 - 1. Notify the Head Band Director of items needing major repairs or alterations
 - iii. Checking out uniforms to students

G. Props:

- a. Assist the Props Coordinator (Chair) with all facets of building props and procuring materials used for props for Fall and Winter seasons, including marching band, color guard, winter percussion, and winter guard.

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Article VII: Association Meetings

Section 1:

Association meetings are meetings of the general membership. Association meetings shall be held the third (3) week of the month, time and date to be determined by the Head Band Director at the start of the new term. With the exception of the annual meeting, notice of any change in time or date of regularly scheduled meetings must be given to the entire membership within 48 hours, or at the discretion of the Head Band Director.

Section 2:

The Association in April shall be the annual election meeting at which time officers shall be elected. At least one (1) month prior notice of the annual election meeting must be given.

Section 3:

Special meetings of the Association may be called by the president or Head Band Director with two (2) business days notice. Special meetings require three (3) executive board members, one (1) Association member & the Head Band Director in order to conduct business.

- A. The notice shall contain the place, date and time of the meeting and the general nature of the business to be presented.

Section 4:

A. Quorum

- a. This Association shall require a quorum of twelve (12) members, including three (3) board members in order to conduct business & vote in any meeting of the Association.

Section 5:

The privilege of making motions, debating, and voting shall be limited to members of the association who are present and have been members for the last thirty (30) days.

Section 6:

Voting by proxy is prohibited.

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Section 7:

Members of the Association may participate in and act at any meeting of this Association via teleconferencing using equipment with which all association members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual members.

Article VIII: Executive Board

Section 1:

The Executive Board shall consist of the officers of this Association, the chair of standing committees, two (2) student representatives, and the Head Band Director.

- A. The parliamentarian, two (2) student representatives, and the chair of standing committees, serve in an advisory capacity and DO NOT have voting privileges.

Section 2:

Members of the Executive Board shall:

- A. Transact necessary business between meetings of the Association and such other business as may be referred by the Association.
- B. Work with the Head Band Director to establish an annual budget.
 - a. Present the annual budget at the May Association meeting.
- C. Create committees as deemed necessary to promote the purposes and to carry on the work of the Association.
- D. Fill all vacancies in office, including that of president.

Section 3:

An Association member shall not serve as a voting member of this Executive Board while serving as a paid employee of or under the contract of this Association.

Section 4:

The Executive Board shall meet at least once (1) a month and a minimum of fourteen (14) days prior to Association meetings, unless otherwise ordered by the Executive Board. No later than the first (1) month of the school year, the Head Band Director and or Executive Board shall schedule the day, week, and place for the monthly Executive

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Board meetings.

Section 5:

Special meetings of the Executive Board may be called by the president and or Head Band Director. All Executive Board members must be notified of special meetings at least two (2) business days in advance or at the discretion of the Head Band Director.

- a. Special meetings require a quorum of two (2) voting members and the Head Band Director.

Section 6:

A. Quorum

- a. Three (3) voting members and the Head Band Director shall constitute a quorum. In order to transact business in any meeting of the Executive Board.

Section 7:

Voting by proxy is prohibited.

Section 8:

Members of the Association may participate in and act at any meeting of this Association via teleconferencing using equipment with which all association members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual members.

Article IX: Parliamentary Authority

The rules contained in the current edition of Golden West High School Band & Guard Boosters Bylaws shall govern this Association in all cases in which they are applicable.

Article X: Amendments

Section 1:

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Bylaws for this Association shall be reviewed annually and updated at least once (1) a year by the bylaws committee of this Association.

Section 2:

Before adoption, all proposed amendments accompanied by the bylaws shall be submitted to the Executive Board, including the parliamentarian, and Head Band Director for approval.

Section 3:

After the Executive Board, parliamentarian, and Head Band Director have approved the amended bylaws, it must be adopted by this Association. This Association, shall by a two-thirds ($\frac{2}{3}$) vote of the members present, adopt amended bylaws at any Association meeting provided notice of at least two (2) business days prior to the date of the meeting. The notice shall contain the place, date and time of the meeting.

- a. This Association shall incorporate such amendments in its bylaws promptly after said meeting adjourns.

Signature Page

BYLAWS OF:

Golden West High School Band & Guard Boosters located in the City of Visalia, County of Tulare, State of California.

APPROVED BY:

Parliamentarian (print & sign)* _____ Date _____

*When applicable

ADOPTED BY THE ASSOCIATION:

Date of the Adoption by the Association: _____

Head Band Director (print & sign) _____

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Executive Board Members (print & sign): _____

Standing Rules

1. **Amendment to bylaws** – Bylaws may be amended by a 2/3 vote at any Association meeting, subject to quorum requirements, provided notice has been given at the previous meeting or 30 days written notice has been provided to the membership.
2. **Music programs** – Shall include Advanced Band, Jazz Band, Wind Ensemble, Intermediate Band, Percussion, and Color Guard.
3. **Scholarships** – Boosters reserve the right to award scholarships when funding allows, including but not limited to, college scholarships and music camp scholarships. Scholarship type(s) and amounts are to be determined by the Head Band Director, Executive Board and Boosters.
4. **Requests for checks (reimbursements)** – All requests for funds from Friends of Golden West must be supported by receipts and/or invoices and be approved by the head band director. Statements, charge slips or debit slips are not to be used for reimbursement unless they specifically itemize purchases.
5. **Association Meeting Business Items** – When a recommendation for an item of business or an announcement that has not had prior consideration by the Executive Board is brought to an Association meeting, it shall be referred to a committee and/or the Executive Board for study.
6. **Bylaws** – At the beginning of the term of office, each member of the Executive Board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A hard copy of these bylaws shall be made available to

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any member of this Association upon request. Also, a digital copy of these bylaws will be accessible via the band's website: gwhsband.org.

7. **Approving material for Association meetings** – Any non-band booster material to be distributed at an association meeting must be approved by the Head Band Director prior to the meeting.
8. **Membership Register** – The membership list/directory of this Association shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.
9. **Association Meetings** – Third week of each month. Day and time to be determined by the head band director, promptly after the start of a new term.
10. **Association Meeting Agenda** – Agendas are to be sent out to the entire Association 48 hours prior to the scheduled meeting.
11. **Executive Board Meeting Date** – Executive Board meetings shall be held the first week of each month. Day and time to be determined by the head band director, promptly after the start of a new term.
12. **Executive Board Meeting Agenda** – At least 72 hours notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the board meeting agenda. Agendas are to be sent out to the entire Executive Board 48 hours prior to the scheduled meeting.
13. **Minutes of Executive Board Meetings** – All minutes are to be sent out to the Executive Board within 7 days after the adjournment of a meeting.
14. **Minutes of Association Meetings** – All minutes are to be sent out to the entire Association within 7 days after the adjournment of a meeting.
15. **Teleconferencing** – Members of the GWHS Band & Guard Boosters may participate in and act at any meeting via teleconferencing using equipment with which all members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and

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presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual committee members.

16. **Authorization for Expenditures** - The Head Band Director is authorized to pay bills for all budgeted and unbudgeted expenditures. If an unbudgeted expense exceeds \$500, it will be announced at the next Association meeting.
17. **Procedure Records** – Each officer and chair shall be responsible for keeping a procedure book and/or digital records to pass on to the incoming officer or chair at the end of the term of office.
18. **Committees** – The Executive Board may establish additional committees as required to carry on the work of this association. The quorum for a committee meeting shall be a majority of its members present at the committee meeting, all of whom must be members of the Association.
19. **Committee Chairs** – The members of each committee shall appoint a chair and co-chair, subject to ratification of the Executive Board.
20. **Standing Committees** – The standing committees of this Association include: Friends & Alumni Relations, Hospitality, Bylaws & Election, Senior Student Activities, Fundraising, Uniforms, and Props.