

Bylaws of the Edison High School Band Booster Association

Established 1975 | Revised February 2026 | To be Effective July 1, 2026

ARTICLE I - NAME

The name of this organization is the Edison High School Band Booster Association ("Association"). The Association is a nonprofit organization bound by the guidelines of the Associated Student Body (ASB) of Edison High School and the Huntington Beach Union High School District ("District").

ARTICLE II - MISSION AND PURPOSE

The Association exists to support excellence in music education through volunteer and financial support while respecting the authority of school administration and the band director.

ARTICLE III—LIMITATIONS

- **Sec. 1: Charitable Status:** The Association operates exclusively for charitable and educational purposes within the meaning of Section **501(c)(3)** of the Internal Revenue Code.
- **Sec. 2: Private Benefit:** No part of the net earnings shall benefit any private individual.
- **Sec. 3: Conflict of Interest:** Formal conflict of interest disclosures are required of all officers.

ARTICLE IV - DEDICATION OF ASSETS

Assets are irrevocably dedicated to charitable purposes. Upon dissolution, remaining assets shall transfer to the Edison High School Band Department or another qualified 501(c)(3) nonprofit organization at Edison High School.

ARTICLE V - MEMBERSHIP

- **Sec. 1: Eligibility:** Membership automatically includes parents and guardians of participating students.
- **Sec. 2: Nondiscrimination:** Membership and participation are available without regard to race, color, ethnicity, religion, gender identity, sexual orientation, disability, or any other characteristic protected by California law or District policy.

- **Sec. 3: Equity and Access:** Participation in Association-sponsored activities shall not be restricted based on financial circumstances. Information regarding financial hardship shall be treated with strict confidentiality.

ARTICLE VI - MEETINGS AND VOTING

- **Sec. 1: Regular Meetings:** Held monthly from September through May, with an optional June meeting at the call of the President.
- **Sec. 2: Formats:** Meetings may be conducted in person, virtually, or in a hybrid format using real-time electronic platforms.
- **Sec. 3: Electronic Voting:** Secure electronic voting is authorized. The Board shall ensure only eligible members vote and records are maintained.
- **Sec. 4: Quorum:** A quorum consists of at least five Voting Members representing three separate families, plus at least three Executive Board members.

ARTICLE VII - EXECUTIVE BOARD

- **Sec. 1: Composition:** The Board includes the President; VPs of Marching Band, Concert Programs, Colorguard, and Percussion/Drumline; the **Orchestra Chair**; Secretary; Treasurer; Parliamentarian; Volunteer Coordinator; and Fundraising Coordinator.
- **Sec. 2: Electronic Action:** The Board may conduct urgent business via secure electronic communication. Votes must be recorded individually and entered into the next meeting's minutes.
- **Sec. 3: Removal:** Officers may be removed by a two-thirds vote for failure to perform duties, misconduct, or ethics violations.

ARTICLE VIII—FINANCIAL CONTROLS

- **Sec. 1: Dual Authorization:** Two authorized signatures or electronic approvals are required for all disbursements and electronic transactions.
- **Sec. 2: Electronic Practices:** The Association may use approved digital payment platforms (e.g., Zelle, Square) with appropriate safeguards and timely documentation.
- **Sec. 3: Review:** Monthly financial reports and an annual third-party review are mandatory.

ARTICLE IX - ELECTIONS

Officers serve two-year terms beginning July 1. No officer may hold the same office for more than two consecutive years unless no other nominee is identified.

ARTICLE X - STUDENT PROTECTION AND SAFETY

- **Sec. 1: Compliance:** All volunteers must comply with district background clearances and supervision requirements.
- **Sec. 2: Social Media:** Only authorized individuals may post to official Association channels. All content must comply with student privacy protections and district policy.

ARTICLE XII—AMENDMENTS

- **Sec. 1: Amendment Process:** These Bylaws may be amended by a **two-thirds vote** of Voting Members present at a duly noticed meeting.
- **Sec. 2: Written Notice:** Proposed amendments must be presented in writing to all Voting Members of the Association for approval prior to the meeting. Such a presentation may take the form of an email attachment, a website link, or distribution via approved digital communication platforms.
- **Sec. 3: Voting Methods:** Per the 2026 Modernization update, "present at a meeting" includes members participating via authorized virtual/hybrid platforms and votes cast through secure electronic voting systems.
- **Sec. 4: Quorum Requirements:** A quorum need not be present for voting to take place during a regular meeting but must be present for voting in a special meeting.

ARTICLE XIII - GENERAL FUNDS

- **Sec. 1: Deposits:** All funds created under the sponsorship of the Association shall be deposited by the Treasurer in a depository approved by the Executive Board.
- **Sec. 2: Check Authorization:** The President, Treasurer, and at least one other Executive Board member shall be authorized to sign checks, with two (2) signatures required per check. No instrumental staff member shall (a) have the power to bind the Association by contract, (b) sign checks, or (c) be an authorized user of any Association credit/debit cards.
- **Sec. 3: Voluntary Donations:** Tax-deductible assessments requested from member families are voluntary. Students shall be permitted to participate in Association-sponsored activities regardless of the amount donated by their family.

ARTICLE XIV - FINANCIAL REPORTS

- **Sec. 1: Reporting:** The Treasurer shall prepare monthly and annual financial reports to be part of the permanent records.
- **Sec. 2: Third-Party Review:** A third-party review of the financial records shall be conducted in June of each fiscal year.
- **Sec. 3: Fiscal Year:** The Association's Fiscal Year shall be July 1 through June 30.

ARTICLE XV—INDEMNIFICATION & COMPLIANCE

- **Sec. 1: Liability Insurance:** The Executive Board shall maintain liability insurance naming the HBUHSD as an additional insured.

- **Sec. 2: Volunteer Safety:** All Association volunteers shall comply with District requirements related to conduct and background clearance.
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CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Recording Secretary of the Edison High School Band Booster Association, and the above The bylaws are the official bylaws as adopted by a two-thirds vote of the membership for the 2026-2028 term.

Dated: May 13, 2026

Signature: Maria Fritz Recording Secretary

OFFICIAL Revised February 2026