

RHSMBC CONSTITUTION

Article I: Name

1. The name of the organization shall be Roseville High School Music Booster Club.
2. The principal office of the Roseville High School Music Booster (Hereafter known as the organization) shall be 1 Tiger Way, Roseville, CA 95678.

Article II: Purpose

1. This organization is established exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
2. The organization shall not discriminate on the basis of race, color, national origin, gender, disability, or any other protected status.
- 1.3. To promote and encourage community support for the Roseville High School Music Program, with the following objectives:
 - a. To involve the community in supporting the music program
 - b. To supplement school board support of music activities
 - c. To provide financial support for non-school activities
 - d. To encourage students to participate in the activities of the mMusic pProgram
- 2.4. To aid in the development of student interest in music
- 3.5. To promote student leadership and responsibility
- 4.6. To actively support performances of the school music program
- 5.7. To promote and publicize activities and projects sponsored by the organization

~~6.8.~~ To make plans for and carry out fundraising to support music activities and projects.

Article III: Structure

Under the provisions specified in the bylaws, this organization shall be governed by the elected officers (the executive committee) and the membership with the cooperation of the school music director(s).

BYLAWS

Article I: Membership

1. The membership of the organization shall include parents of students in the music program, students, alumni, and any other persons who want to support the music program, participate in the functions of the organization, and abide by these bylaws.
2. Each member shall have one vote on any matter under consideration by the membership at a meeting of the membership.
3. Members shall not be required to pay a membership fee.

Article II: Officers

General Guidelines

1. The officers of this organization shall be president, vice president, secretary, treasurer, and a member at large.
2. Any adult member of the organization shall be eligible to serve as an officer.
3. Student members may not hold office.
4. Officers of the organization shall serve a term of one year, but may be re-elected.

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5. Officers will surrender all organization property within thirty days of the end of their term of office.

~~5.~~

Nominations

1. No later than the ~~November~~December~~April~~ meeting a nominating committee consisting of the elected officers and the music director(s) shall solicit nominations and volunteers for new officers and develop a slate of candidates.
2. The slate of candidates shall be presented at the general membership meeting in ~~November~~December~~April~~ of each year.
3. General membership must be notified of the date of the general meeting at which elections are held.

Elections

1. Election of officers will take place at the ~~December~~January~~May~~ general meeting, ~~officers will assume their duties at the beginning of the next fiscal year so that the incoming board can train with the outgoing board until the end of the current school year in May.~~
2. If for some reason an election cannot be held at the ~~December~~January~~May~~ general meeting, it shall be conducted as soon thereafter as practicable. If a special meeting is called for the purpose of electing officers, members must be notified at least 14 days in advance of the special meeting.
3. Election shall be by secret ballot.
4. Write-in votes are allowed.
5. Ballots shall be counted by three volunteers, excluding nominees and current officers.
6. In the event of a tie, a runoff election shall be conducted. If still tied, the executive committee shall decide by majority vote.~~In the event of a tie, there shall be an immediate revote or runoff between the top two vote getters. In the event of a subsequent tie, the election shall be decided by the flip of a coin.~~

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Duties of the President

1. The president shall be in communication with the music director(s) and all other officers of the organization.
2. Prepare and distribute all meeting agenda prior to meetings.
3. Ex-officio member of standing committees.
4. Sign or approve of all contracts on behalf of the organization.
5. Writes and/or signs checks, makes payments on behalf of the organization.
6. Shall keep all contracts on file for current term for 3 years.
7. Communicate to membership as needed on all booster related news.
8. The president shall chair the budget committee.
9. The president shall oversee all elections and declare results.
10. The president shall cast the deciding vote in case of a tie during general and special meetings.
11. The president shall preside at all executive and general meetings and maintain order.

Duties of the Vice President

1. The vice president shall perform the duties of the president in his/her absence, upon resignation of the president, or at such times as deemed necessary by the executive committee.
2. Preside at the meetings of the board and general membership in the absence of the president.
3. The vice president shall chair the fundraising committee.
4. Handle special projects assigned by the [musicBand](#) director or president.

Duties of the Secretary

1. The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of its transactions.
2. Maintain all records of the [bBooster](#) organization to include, but not limited to (stored on Google Drive):

[a.3.](#) Membership Roster

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~~b.4.~~ Meeting Minutes

~~e.5.~~ Signed copies from Board Members of Conflict of Interest, Code of Conduct and Acknowledgement of Obligations forms

~~d.a.~~ Organization Founding Documents (Tax Exemption, IRS Determination Letter, Articles of Incorporation 501c3, Bylaws Etc.)

~~3.6.~~ Make all records listed above available for inspection by a member of the organization on demand.

~~4.7.~~ On instruction from the president, the secretary shall conduct correspondence for the organization.

~~5.8.~~ The secretary shall present a written report of minutes at all meetings, including a list of all attendees.

Duties of the Treasurer

1. The treasurer shall receive all funds due the organization, issue appropriate receipts, be responsible for deposit of funds and shall pay all bills upon authorization of the executive board.
2. Checks must be signed by the treasurer and the president or [mMusicband](#) director. Two signatures are required on each check.
3. The treasurer shall maintain financial accounts and keep financial records of the organization.
4. The treasurer shall give a financial report at each meeting.
5. The treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
6. All disbursements will be made by check and all deposits in the name to the Roseville High School Music Booster Club.
7. All cash transactions shall be counted by two officers in a safe location.
8. Maintain all financial records for the organization for a minimum of 7 years.
9. Serve as the registered agent for the organization with the California Secretary of State (an update must be filed with the SoS for each change of registered agent).
10. The treasurer is required to be a member of the [bBudget](#) [cCommittee](#).

Duties of the Member at Large

1. Shall be a full voting member of the ~~e~~Executive ~~c~~Committee.
2. Shall be familiar with parliamentary procedures.
3. Assist in the recruitment of new membership.
4. The member at large shall chair the ~~v~~Volunteer/~~c~~ChaperoneChaperon ~~c~~Committee.
5. Facilitate communication(s) with ~~b~~Band staff.

Vacancies

1. In case of a vacancy in the office of the president, the vice president shall serve the remainder of the term.
2. In the event of a vacancy in any elected office other than president, the executive committee shall make an appointment to fill the remainder of the term.
3. Any officer may be removed by two thirds vote of the general membership.

Resignations

1. Any officer may resign by filing a written resignation letter with the ~~s~~secretary.
- 3.

Article III: Conflict of Interest

1. The purpose of this ~~conflict of interest~~conflict-of-interest policy is to protect the ~~o~~rganization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director.
2. Definitions. A "Conflict of Interest" exists when a ~~b~~Board ~~m~~Member or their family member has a financial interest in an entity with which the ~~o~~rganization is conducting business (e.g., a vendor, travel agency, or uniform supplier).
3. Procedures.

-a. Disclosure: Any bBoard mMember with a potential conflict of interest must disclose the existence of the financial interest to the eExecutive bBoard.

b. Recusal: The interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

c. Documentation: The minutes of the meeting shall reflect that the disclosure was made and that the interested person abstained from voting.

Article IV: Meetings

General Meetings

1. The general meeting of the organization shall be held on a regularly scheduled weeknight once per month during the regular fiscal year (July 1 through June 30), with one exemption for the month of June, ~~at 6:00 pm in the Music Room~~ at Roseville High School, unless otherwise directed by the executive committee.
2. The last meeting of the school year will be known as the "Annual Meeting" at which time annual reports shall be received ~~and officers for the following year will be elected.~~
3. General membership shall be notified of all regular and any special meetings. Notification of meetings can be made in person, in writing, by telephone, by email or a combination thereof ~~and shall be posted on the website.~~
4. Meetings shall be open to all members, with an exception for the July meeting, which will be held for the executive board only.

Special Meetings

1. Special meetings may be called by the executive committee at their discretion, but with consultation of the music director(s).

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2. All members shall be notified of special meetings and their purpose.
3. Business at special meetings will be limited to the stated purpose of the meeting.
4. Special meetings shall be open to all members of the boosters.

Quorum

1. A minimum of three (3) members present constitute a quorum at special and general meetings.
2. A quorum at an Executive Committee meeting shall consist of three-fifths of the Executive Committee.
3. A simple majority of the members present, and voting shall be sufficient to carry a motion.

Executive Committee Meetings

1. Meetings of the Executive Committee shall take place as needed.
2. Executive Committee meetings shall be held at Roseville High School in the music room unless otherwise posted.
3. Executive Committee meetings are open to board members only.
4. Executive Committee meetings are for the purpose of organizing general meetings or special meetings and carrying out activities and responsibilities specific to the Executive Committee as designated in these bylaws.
- 4.5. Remote attendance by Executive Committee members shall constitute in-person attendance as long as each member participating can communicate with all other members concurrently and each member is provided the means of participating in all matters before the board, including the capacity to propose or object to a specific action.

Order of Business at General Meetings

1. Approval of the agenda and consent items
2. Approval of the minutes of the previous meeting

3. Treasurer's ~~r~~R~~e~~port with a motion to file it for audit
4. Information items including
 - a. General announcements
 - b. Committee ~~r~~R~~e~~ports
 - c. Music ~~d~~D~~i~~rector's ~~r~~R~~e~~port
5. Unfinished ~~b~~B~~u~~siness
6. New ~~b~~B~~u~~siness
7. Adjournment

Article ~~I~~V: Committees

Executive Committee

1. The executive committee shall consist of the elected officers.
2. The music director(s) serve in an advisory capacity and provide programmatic direction, but shall not have voting authority over financial or governance matters.~~The Music Director(s) shall serve in an advisory capacity to the Executive Committee.~~
3. The purpose of the executive committee shall be to facilitate business at the general meetings, to review and coordinate the efforts of other committees, and to make recommendations to the general membership about budget and expenditures.
4. The ~~e~~Executive ~~c~~Committee may authorize expenditures up to the following amounts during in-person meetings with a majority vote:
 - a. Up to \$2,000
 4. ~~Urgent expenditures up to \$500 via email or text with a ma of any amount with a majority vote during inperson meetings less than \$400.00. They may authorize urgent expenditures less than \$200.00 by email vote~~
 5. ~~All decisions of the Executive Committee require a majority vote.~~
5. The Executive Committee may authorize expenditures up to the following amounts at any time with a unanimous vote:
 - a. Any single of combined expenditures exceeding \$2,000
 - a. Up to \$2,000 via email or text

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Committees

1. Each year, the eExecutive cCommittee, in consultation with the mMusicBand dDirector, shall recommend the formation of specific committees to carry out commitments of the organization, in addition to the following:
2. BBudget Committee
 - a. The bBudget cCommittee shall consist of the mMusicband director, president, treasurer and fundraising committee chairman.
 - b. The budget committee shall prepare and submit to the organization a proposed budget at the first regular meeting of the school year.
3. Volunteer/Chaperone e Committee
 - a. The title of chairman of the vVolunteer/cChaperone cCommittee shall be assigned to the mMember at LLarge.
 - b. The vVolunteer/cChaperone cCommittee shall enlist parents to act as Chaperone for any activity as deemed necessary by the mMusicband director.
4. Fundraising Committee
 - a. The title of chairman of the fFundraising cCommittee shall be assigned to the vVice pPresident.
 - b. The fFundraising cCommittee shall recommend the ways of raising funds necessary for financing the activities of the booster organization and shall coordinate and implement them upon the approval of membership.
 - c. The chairman of the fFundraising cCommittee shall keep records of suppliers, project evaluations and all monies.
 - d. The chairman of the fFundraising cCommittee shall appoint the chairs of all special fundraising projects.
 - d.e. Any raffles conducted by the organization shall comply with California Penal Code Section 320.5, including registration with the rRegistry of cCharities and fFundraisers and filing the required annual reports.

Committee Finances

1. Any committee may be given an advance to set up a project by majority action of the general membership.
2. Receipts and any balance from the advance must be returned to the treasurer as soon as practicable.
3. Committees engaging in fundraising projects or entering into contracts must have approval of majority of the general membership before using the organizations name or incurring financial obligation.

Article VI: Finances

1. The organization is tax exempt and shall make every effort to maintain its status as a ~~tax-exempt~~tax-exempt organization.
2. Monies or funds raised by, for, or in the name of the organization become the property of the organization.
3. The fiscal year shall be from July 1st to June 30th.

~~3.4. In accordance with IRS 501(c)(3) regulations, the oOrganization shall not maintain "Individual Student Accounts" where fundraising credit is earmarked for the exclusive use of a specific student or family to offset personal costs (e.g., individual trip fees or uniforms). While the oOrganization may track participation in fundraising events, all proceeds must benefit the general fund or be used to lower the costs of participation for all eligible students equally.~~

~~Student account records, if maintained, are to record each student's contribution, be it earned or donated, toward trips or other planned student activities. Funds recorded in these accounts become part of the general fund and may not be refunded.~~

~~4.5. All funds raised by the oOrganization through dues, donations, or fundraising activities are the property of the oOrganization and shall be used exclusively to further the exempt purposes of the music program as a whole.~~

~~5. In the event a student graduates, moves or quits the organization, the monies become a part of the general fund of the organization.~~

~~6. Parent contributions to support for student activities will be recorded as such.~~

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6. At the end of each fiscal year all monies not earmarked for special projects or future trips revert to the general fund.
7. If/when financial review or audit is performed, it shall be conducted by a committee or independent reviewer not authorized to sign checks.

Article VII: Document RetentionDissolution

All officers shall transfer to their successors all documents and other property of the organization at the end of their term.

Organizational Records

1. Tax Records: Tax records shall be retained for at least ~~seven (7)~~ fiscal years
2. Banking and Accounting Records: Banking and accounting records shall be kept for ~~seven (7)~~ fiscal years.
3. Correspondence: Unless correspondence falls under another category listed in this section, correspondence shall be kept for ~~three (3)~~ fiscal years.
4. Board Records: Board meeting minutes and articles of incorporation shall be kept permanently.

Article VIII: Dissolution

~~Upon dissolution or disbandment of this organization, any and all unallocated cash funds shall be turned over to the school for exclusive use in the music programs.~~

1. Upon dissolution, assets shall be distributed to the Roseville High School Music Program, or to Buljan and Cooley Middle Schools in the Roseville City School Districts, or another school within the Roseville Joint Union High School District for exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to be distributed to the federal government, or to a state or local government, for a public purpose.

Article IXVIII: Standing Rules

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1. All matters pertaining to the activities, events, and projects of the music department and the parents' organization must meet with approval of the music director(s) and must be in keeping with the policy of the school district.
2. Each member shall have an equal right to speak on all matters brought before the organization.
3. No matters will be discussed that originate outside the organization. All matters will be introduced by a member of the organization.
4. Political speakers will not be allowed to occupy the time of the organization.
5. Any person or persons having a complaint against or conflict with the organization, or its officers shall seek to resolve the grievance as follows:
 - a. All persons with a legitimate interest in the grievance shall make an effort to resolve the conflict among them. Failing that,
 - b. The grievance shall be specified in writing to the executive committee, exclusive of members who are party to the grievance; this committee will solicit input of all parties with a legitimate interest in the grievance and will seek to resolve the conflict in a way that is acceptable to affected parties. Failing that,
 - c. The grievance shall be presented to the general membership of the organization at a general or special meeting. After a fair hearing of the grievance, the general membership shall make a recommendation for resolution, in the form of a vote on a seconded motion. The affected parties will be encouraged to resolve the grievance based on the weight of the recommendation of the general membership. Failing that, if applicable
 - d. The grievance shall be taken to the school administration for resolution. Failing that, if applicable
 - e. The grievance will be taken to the school board.

Article ~~IXVIII~~: Amendments

1. These bylaws shall be available to all members of the organization through the office of the ~~secretary, and~~secretary and posted on the organization website.
2. Proposed changes or amendments to the constitution and bylaws shall be submitted in writing to a general meeting of the organization. No action shall be taken on proposed changes for at least twenty-eight days after they are initially presented.
3. A four-fifths super-majority vote at a general meeting is required to amend the constitution or bylaws.

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