

THE LOS OSOS BAND, ORCHESTRA & COLOR GUARD **BOOSTER CLUB**

“The purpose of this club shall be to promote and extend public relations through its moral and active support of the Los Osos High School Band, Orchestra & Color Guard Program. We are fortunate that our students are part of a school district that places a high emphasis on the importance of the fine and performing arts. Students in the Chaffey District have opportunities and resources available to them that other communities can only dream about. Even still, the budget money only goes so far in creating a quality experience for our students, and that is where the parent booster club comes in – to bridge the gap between what the District can provide, and what is needed to provide the best quality experience to the largest number of students. **Ours is a program where no dedicated and hard-working student will be denied the opportunity to participate in the band or color guard simply due to lack of resources or equipment.** The Los Osos Band, Orchestra & Color Guard Booster Club exists to fuel the expansion of our program and further the success of all students involved.” – Dr. Sam R. Andress

Parent/guardians of the band, orchestra and color guard students, as well as any other individuals interested in supporting the efforts of our program, are strongly encouraged to attend. Whether your time commitment can be large or small, there is something for everyone! Indeed, if you have an interest in helping, we have a place for you, and we welcome your support of our program. Meetings generally last no more than an hour, and are a great way to get involved in your student’s education here at Los Osos. Our meeting dates (board meetings and general membership meetings) are listed on the lower portion of the “Weekly” section of this website. Come join us!

IMPORTANT APPAREL REMINDERS!

- For all questions regarding Regiment, Orchestra or optional apparel, please contact Rosa Ochoa at: rosaedgar@msn.com
- For all questions regarding marching band uniforms or concert apparel, please contact Leslie Arevalo at: lcarron80@yahoo.com
- For all questions regarding marching band shoes (Dinkles) please contact Shannon Manns at: shanshanxyzz@aol.com

PAYPAL IS UP AND RUNNING – We are happy to announce we now have a PAYPAL account set up to make donations to our amazing band and color guard program easier than ever. Simply copy/paste the following link to your web browser:

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=UWGGV59GPCDHA

The first screen is the donation and credit card information. The second screen allows you to confirm and to enter special instructions to the seller. **This is where we need the student name and what the donation is for.** If you have any questions please feel free to contact Victoria Lugosi at lohibandmom@gmail.com As always, donations can still be sent into the Band Hall and placed in The Box. **Thank you for your support!**

BOOSTER CLUB EXECUTIVE BOARD OF OFFICERS:

Dr. Sam R. Address – Program Founder & Director
samuel.address@cjuhsd.net

Debbie Glenn – President
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Sandra Plantenga – Vice President
YourRealtorSandra@msn.com

Kristina Marshall – Secretary
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Katrina Hsu – Communications
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* Please feel free to contact us! We are here to serve!

LOS OSOS HIGH SCHOOL BAND, ORCHESTRA & COLOR GUARD BOOSTER CLUB

BY-LAWS

ARTICLE I

NAME AND LOCATION

Section 1: The name of this organization shall be the “Los Osos High School Band, Orchestra & Color Guard Booster Club” and may be referred to as “The Boosters”.

Section 2: The principal office of the Los Osos High School Band Booster Club shall be located at Los Osos High School, 6001 Milliken Avenue, Rancho Cucamonga, California, 91737.

ARTICLE II

OBJECT

Section 1: The purpose of this organization shall be to actively support, financially assist, promote and extend public relations for the Los Osos High School Band, Orchestra & Color Guard Program. The Los Osos High School Band, Orchestra & Color Guard Program is made up of the Marching Band, Color Guard, Winter Guard, Percussion Ensemble, Wind Ensemble, Orchestra, Concert, Symphonic, and Jazz Bands. This organization will not seek to control the policies of any of the performing groups or the policies of the Director in accordance with District rules and policies.

Section 2: The Los Osos High School Band, Orchestra & Color Guard Booster Club is and shall remain a non-profit organization and no part of the net earnings shall benefit any individual member.

Section 3: The use of the Los Osos High School Band, Orchestra & Color Guard Booster Club name and logo shall be limited to individuals or groups authorized by the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board.

Section 4: The use of the Los Osos High School Band, Orchestra & Color Guard Booster Club non-profit registration identification number shall be restricted to official business of the Los Osos High School Band, Orchestra & Color Guard Booster Club.

ARTICLE III

MEMBERSHIP

Section 1: Membership shall be open to anyone subscribing to the purpose of the association, and who actively supports the program in a positive way.

Section 2: There shall be no limitation to the numerical membership of this Booster Club.

Section 3: The Director is an Ex-Officio member of the Booster Club.

Section 4: All members of the Los Osos High School Band, Orchestra & Color Guard Booster Club shall be entitled to vote in all elections, hold elective office or appointive position and receive reports and publications of the Booster Club. Each member shall have one vote.

Section 5: Any member may be removed from Booster Club membership in cases where conduct is grossly inconsistent with the By-laws, or inconsistent with the purposes for which the Booster Club was organized. The member may be removed from Booster Club membership by the affirmative vote of five (5) members of the Executive Board.

Section 6: Any member of the Los Osos High School Band, Orchestra & Color Guard Booster Club or Executive Board shall have the right, at any reasonable time, to inspect all books, records, minutes and documents of every kind of the Los Osos High School Band, Orchestra & Color Guard Booster Club. This includes the right to make copies of any documents at the individual member's expense.

ARTICLE IV

EXECUTIVE BOARD

Section 1: The executive and administrative power shall be vested in an Executive Board, which will consist of fifteen (15) Board Members. The Executive Board positions shall be: President, Vice President, Secretary, Treasurer, Financial Secretary, Ways and Means Chairperson, Chaperone Coordinator, Uniform and Grooming Coordinator, Equipment Coordinator, Event Coordinator, Guard Coordinator, Percussion Coordinator, Volunteer Coordinator/Freshmen Liaison, Communications/Public Relations Coordinator and the Director.

Section 2: At the regular meeting of the Executive Board held in November, a Nominating Committee, comprised of the Director and two (2) members, appointed by the President and approved by the Board, shall be formed. At the monthly meeting in December it shall be the duty of this committee to nominate candidates to serve on the Executive Board. Before the election at the annual meeting in December, nominations from the floor shall be permitted. Elections are to take place at the general membership meeting in the month of December each year.

Section 3: An Executive Board member shall be elected to serve for one year. The term of office shall be from January 1 through December 31. There shall be no limit placed on the number of terms a Board Member will be able to hold.

Section 4: Candidates receiving the highest number of votes, in each office, will be elected to that office. The Executive Board may be elected by acclamation where there is but one candidate for any office.

Section 5: No Executive Board member shall hold more than one office at a time and no office shall be held by more than one person.

Section 6: No Executive Board member shall be elected to office unless that member currently has a student in the program.

Section 7: In the event a student drops from the program while his or her parent is a sitting Board member, the Board member may finish his or her term upon the approval of a majority vote of the Executive Board. The Board member in question shall have no vote on any motion dealing with the completion of his or her term.

Section 8: The Executive Board members shall perform the duties prescribed by these By-laws and by the parliamentary authority adopted by the Booster Club.

Section 9: All Executive Board members serve without remuneration.

Section 10: Each Executive Board member shall have one vote on the Executive Board.

Section 11: Attendance at all meetings is required of members of the Executive Board.

Section 12: After two (2) consecutive unexcused absences of an Executive Board member, the Board may remove the member from office by the affirmative vote of five (5) members of the Executive Board, and fill this position by appointment by the President with approval of the Executive Board.

Section 13: Any Executive Board member may be removed from office in cases where conduct is grossly inconsistent with the By-laws, or inconsistent with the purposes for which the Booster Club was organized. The member may be removed from the Executive Board by the affirmative vote of five (5) members of the Executive Board.

Section 14: The President, with the approval of the Executive Board, will appoint a Board member to fill the unexpired term of a Board member who resigns, dies or is removed from office.

Section 15: The President, with the approval of the Executive Board, will appoint a Board member to fill an office that is vacant due to a situation in which no one was elected to a particular position by the membership at the annual Booster Club meeting or due to an increase in the number of Board positions. No reduction in the number of positions or reorganization of the duties on the Executive Board shall have the effect of removing any Board member before that Board member's term of office expires.

ARTICLE V

DUTIES OF EXECUTIVE BOARD MEMBERS

SECTION 1 PRESIDENT:

It shall be the duty of the President to preside at all meetings of the Booster Club and of the Executive Board; to enforce a due observance of the By-laws and parliamentary authority adopted; to supervise, direct and control the business of the Booster Club; to supervise all Board members, appointees and committees; to see that all Executive Board members, Booster Club members and committees perform their respective duties; to call special meetings and appoint standing and special committees; to provide notice of all meetings of the members and of the Executive Board; to appoint, with the approval of the Executive Board, Executive Board members to fill vacancies on the Board; to sign checks drafted by the Los Osos High School Band, Orchestra & Color Guard Booster Club; to ensure compliance with the Los Osos High School Band, Orchestra & Color Guard Booster Club By-laws, standing rules, CJUHSD rules and the California state Education Code in the operation of the Executive Board; to assist the Band Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the Director or the Executive Board. The office of the President will not be a voting office unless the vote is needed to break a deadlock vote.

SECTION 2 VICE PRESIDENT:

It shall be the duty of the Vice President to assist the President in the performance of his or her duties and, in the absence of the President, perform all duties of the President; to preside over the Booster Club in the absence of the President; to prepare, distribute, collect and count the ballots in all cases where ballots are required; to sign checks drafted by the Los Osos High School Band, Orchestra & Color Guard Booster Club; to assist the Equipment Coordinator, Volunteer Coordinator/Freshmen Liaison, Guard Coordinator, Percussion Coordinator and Event Coordinator as necessary to ensure a unified coordination of efforts among all groups for all activities and events; to ensure compliance with the Los Osos High School Band, Orchestra & Color Guard Booster Club By-laws, standing rules, CJUHSD rules and the California state Education Code in the operation of the Executive Board; to assist the Band Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 3 SECRETARY:

It shall be the duty of the Secretary to maintain records, bylaws and policies; to keep a record of all the proceedings of the Booster Club; to maintain a book of minutes of all meeting and actions by the Executive Board; to keep on file all committee reports; to make the minutes and records available to members upon request; to prepare and send out all correspondence as directed by the Director and Executive Board; to notify Executive Board members and committee members of their election or appointment; to ensure proper communication with the general members and the CJUHSD as appropriate and as required; to furnish committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and their members; to sign all certified copies of acts of the Booster Club; to sign checks drafted by the Los Osos High School Band, Orchestra & Color Guard Booster Club; to be familiar with the By-Laws, standing rules and district guidelines; to assist the President, Director, Guard Instructors and Percussion Instructors with any written proposals for the band, guard and percussion groups as directed for trips, fundraising or other special events; to coordinate communication efforts with the Communications/Public Relations Coordinator and the Volunteer Coordinator/Freshmen Liaison; in the absence of the President and Vice President, to call the meeting to order and preside until election of a Chairman Pro Tem; to assist the Band Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 4 TREASURER:

It shall be the duty of the Treasurer to maintain checkbooks and other records of the financial accounts of the Los Osos High School Band, Orchestra & Color Guard Booster Club; to maintain inventory list of assets and vehicle registrations; to ensure the timely collection and deposit of contributions, donations and funds from fundraising, trips and other sources of revenue; to make all disbursements of the Booster Club funds and assets, in a timely manner, as provided by the By-laws; to keep accurate record of all financial transactions; to oversee the Los Osos High School Band, Orchestra & Color Guard Booster Club budgets; to supervise bank accounts with timely reporting to the Executive Board and Booster Club members; to provide monthly reports to the Executive Board and the Booster Club members on all bank accounts and budgets; to sign checks drafted by the Los Osos High School Band, Orchestra & Color Guard Booster Club; to prepare records for tax preparation and audits; to arrange and provide for a financial audit/review of the financial records as prescribed in the bylaws; to be a member of any Budget or Finance Committee; to work with the Budget Committee to develop the annual budgets for Executive Board approval; to maintain records and insurance liability contracts for the Los Osos High School Band, Orchestra & Color Guard

Booster Club in coordination with the CJUHSD for transportation and other events; to supervise and work with the Financial Secretary; to be a member of the Ways and Means Committee as requested by the Director, President or Executive Board; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 5 FINANCIAL SECRETARY:

It shall be the duty of the Financial Secretary to assist the Treasurer and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board as directed; to assist the Treasurer in maintaining records for the collection of contributions and donations for special events or trips from all students and provide timely reports to the Executive Board; to assist in the timely collection and deposits of funds from contributions and donations, fundraisers, trips and other events; to assist the Treasurer in presenting the monthly report of accounts and budgets to the Executive Board and general members; to present the reports when the Treasurer is absent; to assist the Treasurer in verifying deposits and the bank statement balances; to be a member of the Ways and Means and any Budget or Finance Committees as requested by the Director, President, Treasurer or Executive Board; to coordinate the 50/50 raffle program, including organizing and supervising the volunteers; to reconcile all bank statements; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 6 WAYS & MEANS CHAIRPERSON:

It shall be the duty of the Ways and Means Chairperson to plan, coordinate, implement and supervise necessary fundraising activities and special fundraising events to meet the Los Osos High School Band, Orchestra & Color Guard Booster Club annual budget; to provide assistance to students in meeting their financial obligations through fundraising opportunities as directed by the Director, Guard Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board; to maintain a regular calendar of fundraising opportunities for students and parents; to present a monthly report of fundraising activities to the Executive Board and to members at the general membership meetings and in other media (newsletter, web site, etc.); to maintain accurate reports of fundraising activities including cost of inventory and revenue from sales ; to submit all deposits and sales and expense reports to the Treasurer and/or Financial Secretary in a timely manner upon the close of the fundraising event; to chair the Ways and Mean Committee; to organize, coordinate and closely supervise fundraising committee volunteers; to keep the Executive Board informed of all activities of the Ways and Means committee; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 7 CHAPERONE COORDINATOR:

It shall be the duty of the Chaperone Coordinator to ensure adult supervision (chaperones) at all band, orchestra and color guard events away from the LOHS campus; to recruit, coordinate, train and oversee all chaperones; to prepare the chaperone badges before each away event, providing the names and cell phone

numbers for each chaperone on the badges; to provide the Chaperone Guidelines Information Sheet by email to each chaperone before the event; to designate and notify the Director of a Lead Chaperone for any event that the Chaperone Coordinator cannot attend; to maintain travel first aid kits and ensure accessibility at all events; to ensure that someone is designated to provide first aid for all events away from the LOHS campus; to collect and maintain a complete set of field trip and emergency medical forms for each member, duly signed by their parent(s) prior to the first activity in September each year; to maintain records of medical and emergency information in notebooks and ensure that the notebooks are taken to all events and activities; to coordinate the transferring of forms to other Board members as needed; to assist the Director in the providing of food and water for Regiment activities as necessary; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 8 UNIFORM AND GROOMING COORDINATOR:

It shall be the duty of the Uniform And Grooming Coordinator to coordinate and implement uniform fittings, maintenance, cleaning, repair and alterations as needed for all performing groups; to maintain control and inventory of band uniforms; to identify and report to the Director and Executive Board the need for any uniform or grooming supply purchases or maintenance needs; to oversee the apparel coordinator who will coordinate and implement the fitting, ordering and distribution of travel uniforms, Regiment shirts, sweatshirts, shoes, gloves, and other related items as determined by the Executive Board and/or the Director and Guard Instructors; to coordinate and prepare the dress and grooming for the band, guard and other instrumental groups when performing and as requested by the Director and Instructors; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 9 EQUIPMENT COORDINATOR:

It shall be the duty of the Equipment Coordinator to coordinate equipment, transportation, logistics and operations as necessary with the Director, Instructors, Vice President and Event Coordinator; to ensure that all vehicles and equipment are maintained in good working condition and are ready for all events; to coordinate with the Director and Guard Instructors to build and maintain props first and second semester; to coordinate transportation and equipment for rehearsals/events involving all instrumental groups and Guard and for other events as requested by the Director and Guard Instructors; to arrange for and coordinate services of vehicle drivers; to arrange and coordinate use of all district vehicles, semi tractor/truck and rental vehicles as needed with the CJUHSD or outside agencies in accordance with CJUHSD rules and guidelines; to coordinate the set-up and strike of the football stadium for home football game performances including bleachers for the Regiment; to work with the Director to arrange for transportation of equipment and instruments for when the Band and/or Guard travels to events; to arrange for the equipment for special events as necessary; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 10 EVENT COORDINATOR:

It shall be the duty of the Event Coordinator to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with planning and organizing events and trip proposals and plans; to work in conjunction with the Director and Guard Instructors on travel bookings; to develop and implement plans for all second semester events including awards events, guard and percussion

events, festivals, concerts and any travel; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 11 GUARD COORDINATOR:

It shall be the duty of the Guard Coordinator to be responsible for the needs of the Color Guard and Winter Guard and to communicate those needs to the Executive Board and the Director in a timely manner; to coordinate and implement uniform fittings, maintenance, cleaning, repair and alterations as needed for the guard; to coordinate and implement the fitting, ordering and distribution of travel uniforms, Regiment and Guard shirts, sweatshirts, shoes, gloves, and other items; to coordinate with the Director and Guard Instructors for the ordering of supplies, guard equipment, and other items as necessary; to coordinate with the Director, Guard Instructors and Equipment Coordinator to build and maintain props for first and second semester; to coordinate with Executive Board members for guard special events; to arrange for the equipment for guard special events in conjunction with the Equipment and Event Coordinators; to arrange for and coordinate equipment and transportation for rehearsals/events involving guard as requested by the Director and Guard Instructors; to arrange for and coordinate the services of truck or vehicle drivers for the guard, if necessary, in coordination with the Equipment Coordinator; to arrange for and coordinate the use of all district vehicles, semi tractor/truck and rental vehicles as needed with the CJUHSD or outside agencies in accordance with CJUHSD rules and guidelines; to coordinate with Executive Board members for planning overnight guard trips; to coordinate all guard travel arrangements as well as logistics for vehicles and equipment with the Director, Guard Instructors, Event Coordinator and Equipment Coordinator; to assist the Band Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 12 PERCUSSION COORDINATOR:

It shall be the duty of the Percussion Coordinator to be responsible for the needs of the Percussion groups and to communicate those needs to the Executive Board and the Director in a timely manner; to coordinate the field show or gym logistics for the percussion and pit, both first and second semester, with the Band Director and Percussion Instructors, this includes assigning pit dad volunteers and position responsibilities; to recruit, oversee and train pit dads; to coordinate logistics and operations with the Equipment Coordinator; to repair and maintain percussion equipment as appropriate and necessary and communicate needs to the Director and Percussion Instructors; to coordinate with the Director and Percussion Instructors for the ordering of supplies, percussion equipment, and other items as necessary; to assist with the set-up for home football game performances; to coordinate with the Director, Percussion Instructors and Equipment Coordinator to build and maintain props for first and second semester; to coordinate with Executive Board Members for percussion special events; to arrange for the equipment for percussion special events in conjunction with the Equipment and Event Coordinators; to arrange for and coordinate equipment and transportation for rehearsals/events involving percussion groups as requested by the Director and Percussion Instructors in conjunction with the Equipment Coordinator; to arrange for and coordinate the services of truck or vehicle drivers for percussion groups, if necessary, in coordination with the Equipment Coordinator; to arrange for and coordinate the use of all district vehicles, semi tractor/truck and rental vehicles as needed with the CJUHSD or outside agencies in accordance with CJUHSD rules and guidelines; to coordinate with the Executive Board members for planning overnight percussion trips; to coordinate all percussion travel arrangements as well as logistics for vehicles and equipment with the Director, Percussion Instructors, Event Coordinator and Equipment Coordinator; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season

and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 13 VOLUNTEER COORDINATOR/FRESHMAN LIAISON:

It shall be the duty of the Volunteer Coordinator/Freshmen Liaison to obtain volunteers for events, fundraising and committees as requested by the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board; to call parents from the roster and contact them individually to solicit and schedule help; to promote and distribute information about the Los Osos Band, Orchestra & Color Guard Program to freshmen students and parents as directed by the Director and Guard Instructors or the Executive Board; to work to develop greater understanding and involvement with and among the freshmen parents; to work to get freshmen parents involved in the program; to communicate with the freshmen parents how the program works, what the different events are, what it takes to run the program and any other relevant information; to reach out to the incoming freshmen students and parents at the junior highs, especially second semester, to inform them about the band and guard and various fundraising events; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

SECTION 14 COMMUNICATIONS/PUBLIC RELATIONS COORDINATOR:

It shall be the duty of the Communications/Public Relations Coordinator to promote and distribute public information about the Los Osos Band, Orchestra & Color Guard Program to students, parents, school district personnel and the community as directed by the Director and the Executive Board; to maintain membership records; to maintain a mailing list (physical and email addresses) of parents and guardians for announcements; to organize mailings as directed by the Executive Board; to arrange for media coverage in the local and school newspapers and other venues (i.e. the marquee) for all band and guard events; to submit articles and photos on behalf of the band and guard to local newspapers for publicity purposes; to arrange for all communication with the members, parents, students, high school, school district and the community as needed or directed by the Director, Instructors and the Executive Board in order to promote the band and guard or distribute information about the program and events; to coordinate the annual band and guard scrapbook; to arrange for a photographer for the annual video yearbook; to oversee the production of the annual video yearbook; to arrange for an announcer for home football games and Regiment competitions as needed first semester; to assist the Director, Instructors and the Los Osos High School Band, Orchestra & Color Guard Booster Club Executive Board with Regiment season and second semester programs; and to perform such other duties as may be assigned by the President, Director or the Executive Board.

The release of Los Osos High School Band, Orchestra & Color Guard Booster Club membership lists and/or roster information is prohibited except by authorization of the Executive Board.

ARTICLE VI

MEETINGS

Section 1: The regular meetings of the Booster Club shall be held once each month on a day selected by the Executive Board.

Section 2: The regular meeting of the Booster Club in December shall be for the purpose of electing the Executive Board, receiving year-end reports from Board members and committees, and for any other business that may arise.

Section 3: Special meetings of the Booster Club may be called by the President and shall be called upon the written request of ten (10) members of the Booster Club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice will be given.

Section 4: Executive Board meetings shall be held once each month on a day selected by the Executive Board. The purpose of this meeting shall be to administer the affairs of the Los Osos High School Band, Orchestra & Color Guard Booster Club.

Section 5: Special meetings of the Executive Board may be called by the President and shall be called upon the written request of five (5) members of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice will be given.

Section 6: A quorum of eight (8) Executive Board members is necessary to conduct business.

Section 7: In the event a regular or special meeting of the Executive Board cannot be convened and a vote on an issue cannot be delayed, a vote may be taken by email. A quorum of eight (8) Executive Board members must respond in order for a vote to be recorded. Any vote taken by email may be revisited at the next regularly scheduled Executive Board meeting upon request of any Executive Board member.

ARTICLE VII

COMMITTEES

Section 1: The President or the Executive Board shall appoint committees, as deemed necessary to carry on the work of the Booster Club. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 2: Ways and Means Committee: The Ways and Means Chairperson will chair the Ways and Means Committee. The Treasurer or Financial Secretary will serve as an active member. This committee will develop ideas and assure the proper execution of fund raising events and coordinate the efforts of fundraising chairpersons, volunteers, and students.

Section 3: Budget Committee: The Treasurer will chair the Budget Committee and the Financial Secretary will be a member of the committee. The President, with the approval of the Executive Board, will appoint additional members to the Budget Committee. The Budget Committee shall annually prepare the preliminary budgets for the Executive Board. The budgets shall reflect a projection of future program levels and all known or predictable cost increases. Each major section of the budgets shall be accompanied by a brief description of the program and/or activities for which funds would be used. The preliminary budgets shall be presented to the Executive Board at its April meeting. The Executive Board shall consider and make any adjustments to the preliminary budgets prior to their submission to the General Membership for adoption in May.

ARTICLE VIII

FUNDS

Section 1: It shall be the duty of the Executive Board to approve plans for raising and dispersing funds of the organization. Obligations may be incurred and disbursements may be made, only on approval by a majority vote of the Board members present.

Section 2: All funds collected by the Los Osos High School Band, Orchestra & Color Guard Booster Club shall be used to actively support the program.

Section 3: Only the President, Vice President, Treasurer and Secretary shall be authorized to sign checks drafted by the Los Osos High School Band, Orchestra & Color Guard Booster Club. Each check will require two (2) signatures. At no time shall any of the four (4) members authorized to sign checks drafted by the Los Osos High School Band, Orchestra & Color Guard Booster Club be of the same family and/or household. At no time shall any of the four (4) members stated above sign any check made to himself or herself or to someone related to the signer by blood or marriage, or who resides in the same household.

Section 4: Disbursements of budgeted items can be made during any period and shall be ratified at the next Board meeting. However, budgeted disbursements in excess of three hundred dollars (\$300.00) shall not be made unless the Executive Board approves such action. Non-budgeted disbursements in excess of fifty dollars (\$50.00) shall not be made unless the Executive Board approves such action.

Section 5: All funds collected by the Los Osos High School Band, Orchestra & Color Guard Booster Club shall be deposited in a Los Osos High School Band, Orchestra & Color Guard Booster savings and/or checking account in a local bank.

Section 6: The fiscal year for the Los Osos High School Band, Orchestra & Color Guard Booster Club shall begin on June 1 and run through May 31.

Section 7: At the first meeting of the Executive Board in April, the budgets of estimated income and expenditures for the year will be approved for submission to the general membership. The approved budgets shall be presented to the Booster Club Membership for adoption in May. The adopted annual budgets will be filed with the school and school district as required. The budgets may be adjusted and/or modified as needed by a majority vote of the Executive Board.

Section 8: The President will appoint an individual or group of individuals, not on the Executive Board, to perform a financial review or audit of the financial records of the Booster Club at the end of each year.

Section 9: The Executive Board may, at its discretion, create and maintain financial records on individual students for the purpose of keeping track of donations and contributions.

ARTICLE IX

PARLIMENTARY AUTHORITY

Section 1: The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Los Osos High School Band, Orchestra & Color Guard Booster Club in all cases to which they are applicable

and in which they are not inconsistent with these By-laws and any special rules of order the Booster Club may adopt.

ARTICLE X

AMENDMENTS TO BY-LAWS

Section 1: These By-laws can be amended at any regular or special meeting of the Los Osos High School Band, Orchestra & Color Guard Booster Club by a two-thirds vote of the members present, provided that any amendment has been submitted to the members in writing, by email, or by newsletter three (3) days prior to the meeting.

ARTICLE XI

DISSOLUTION

Section 1: In the event the Los Osos High School Band, Orchestra & Color Guard Booster Club becomes inactive or dissolves, all remaining funds shall be distributed to the Los Osos High School Band, Orchestra & Color Guard ASB account.

ADOPTED: JANUARY 2003.

REVISED: DECEMBER 10, 2009.