

ESPERANZA ENTERTAINMENT UNIT BY-LAWS

Article 1: NAME

- 1.1 The name of the organization is: "Esperanza Entertainment Unit Boosters," referred to as the "EEU Boosters."

Article II: PURPOSE

- 2.1 The EEU Boosters is a nonprofit, non-political organization whose purpose is to provide support to the Director of Instrumental Music (hereafter referred to as the "Director") so that his or her efforts can be more fully dedicated to the musical education of the students of the Esperanza Entertainment Unit (hereafter referred to as the "EEU"). This support includes clerical, financial, administrative, logistics and organizational assistance for the entire music program and its associated units.
- 2.2 The EEU Boosters will seek to encourage community support of the EEU's activities.
- 2.3 The EEU Boosters will coordinate, monitor, and account for, all fund-raising activities under the supervision of the Director and within the guidelines of the Placentia-Yorba Linda Unified School District.
- 2.4 The Director will oversee the affairs of the entire Entertainment Unit, advising, interpreting and enforcing district policy and curriculum.

Article III: MEMBERSHIP

- 3.1 There shall be two categories of membership in the EEU Boosters.
 - 3.1.1 General Membership will consist of parents and/or guardians of Esperanza High School Entertainment Unit members, including band and color guard.
 - 3.1.2 Associate Membership will consist of members of the community who do not have students in the EEU, but who desire to support the efforts of the EEU and the EEU Boosters.
 - 3.1.2.1 Associate Members will work in concert with the General Membership and the Executive Board, but will not have the privileges of voting or holding elected office. With the approval of the Director or the President, Associate Members may serve on any committee except the Nominations and By-Laws Committees. Associate Members may not serve as chairpersons of any Standing Committee as defined in Article VI.
 - 3.1.2.2 Associate Members serve at the discretion of the Director.

- 3.2 Membership Dues:
 - 3.2.1 There will be no dues for membership in the EEU Boosters.
- 3.3 Membership Roster:
 - 3.3.1 The EEU Boosters will keep a current roster of all members.
- 3.4 Vote of Members:
 - 3.4.1 All members, other than Associate Members, have the right to vote on any matter brought to the membership at general meetings. There shall be one vote per student enrolled in the EEU.
- 3.5 Termination of Membership:
 - 3.5.1 When a student drops from the Entertainment Unit, the student's parents or guardians will be dropped from the roster and no longer considered a General Member.
 - 3.5.2 When the parent or guardian is a member of Executive Board, their position shall be filled with a General Member.
 - 3.5.2.1 The Executive Board will fill any such vacancy within thirty (30) days of the position becoming vacant.

Article IV: MEETINGS

- 4.1 General Membership EEU Booster Meetings
 - 4.1.1 General Membership EEU Booster Meetings will be held at least three times per school year at a time and place to be determined by the Executive Board. Meetings during the summer will be held as determined by the Executive Board members.
 - 4.1.2 General Membership EEU Booster Meetings will be open to all members who wish to participate.
 - 4.1.3 The date, time and location of General Membership EEU Booster Meetings will be announced at least 30 days prior to the meeting.
 - 4.1.4 A quorum for a General Membership EEU Booster Meeting will be attendance by a number of EEU Booster Members equal to ten percent (10%) of the student membership of the EEU. No activity requiring approval shall be transacted without a quorum being present.

- 4.2 Executive Board Meetings:
 - 4.2.1 Executive Board Meetings will be held at least once per month during the school year. Meetings during the summer months will be held at the discretion of the Executive Board.
 - 4.2.2 All meetings of the Executive Board will be open to attendance by any member of the EEU.
 - 4.2.3 The date, time, and location of all meetings of the Executive Board will be announced at least 30 days prior to the meeting.
- 4.3 Emergency Meetings of the Executive Board:
 - 4.3.1 In the event of an emergency situation, the President, with the approval of the Director, may call an emergency meeting of the Executive Board.
 - 4.3.2 The President shall notify all members of the Executive board of the date, time, and place of the meeting, giving the specific purpose of the meeting. Such notice will be made at least three days prior to the meeting if the notice is made by mail, and shall not be less than twenty-four hours prior to the meeting if made by telephone contact.
 - 4.3.3 No business other than for the specific reason given pursuant to Section 4.3.2 shall be conducted at the meeting.
 - 4.3.4 The President will make a full report of the business transacted at the next Executive Board meeting. A description of any business transacted will be published in the EEU Newsletter immediately following the meeting.
- 4.4 The Director, or a representative designated by the Director, must be present at any Executive Board or General Membership Meeting. If the Director or the representative is not present no business can be conducted.
- 4.5 A majority of the members of the Executive Board are required to conduct any business at any Executive Board meeting.

Article V: THE EXECUTIVE BOARD

- 5.1 General Powers:
 - 5.1.1 The Executive Board will manage the affairs of the EEU Boosters. In addition to the powers and authority expressly conferred by these By-Laws, the Executive Board shall attempt to enact requests mandated by a majority vote of the General Membership.

- 5.2 Executive Board Officers:
 - 5.2.1 Elected Executive Board officers will assume responsibility for their position on July 1 and may hold that position for no more than two consecutive years.
 - 5.2.2 The members who comprise the officers of the Executive Board are:
 - President
 - First Vice President
 - Second Vice President
 - Treasurer
 - Secretary
 - 5.2.3 No one person shall hold more than one elected office simultaneously.
 - 5.2.4 Duties of the Members of the Executive Board
 - 5.2.4.1 President
 - 5.2.4.1.1 The President will have the responsibility to see that all official directives are placed into effect.
 - 5.2.4.1.2 The President will be the presiding officer at all meetings.
 - 5.2.4.1.3 The President appoints the chairperson and members of the By-Laws Committee and the chairperson of the Nominations Committee. The Nominations Committee shall consist of at least three members, including at least one member of the Executive Board and two members from the General Membership. No person shall serve as a member of the Nominations Committee for two consecutive years.
 - 5.2.4.1.4 The President serves as an official member of all committees, except for the Nominations Committee.
 - 5.2.4.2 First Vice President
 - 5.2.4.2.1 The First Vice President, in the absence of, or at the direction of, the President, will perform the duties and exercise the powers of the President.
 - 5.2.4.2.2 The First Vice President will appoint the chairperson and members of the Uniform Committee.
 - 5.2.4.2.3 The First Vice President will serve as an official member of the Uniform Committee, and will be responsible for this committee. The First Vice President will report to the Executive Board on the status and activities of this committee.

5.2.4.3 Second Vice President

5.2.4.3.1 The Second Vice President, in the absence of both the President and First Vice President, will perform the duties and exercise the powers of the President.

5.2.4.3.2 The Second Vice President will appoint the chairpersons and members of the Ways and Means and all Fund-Raising Committees

5.2.4.3.3 The Second Vice President will serve as an official member of the Ways and Means and all Fund-Raising Committees, and will be responsible for their activities. The Second Vice President will report to the Executive Board on the status and activities of these committees.

5.2.4.4 Treasurer

5.2.4.4.1 The Treasurer will maintain an accurate set of financial records and act as custodian of all funds governed by the Executive Board.

5.2.4.4.2 The Treasurer will keep on deposit in such banks as the Executive Board directs all monies entrusted to him or her.

5.2.4.4.3 All checks and disbursements issued by the EEU Boosters will be signed by two of the following Executive Board Members: the Treasurer, President, First Vice President or Secretary, except that the two Board members signing the check may not be related and neither may be the payee of the check.

5.2.4.4.4 The Treasurer is responsible for providing written reports to the Executive Board at each Executive Board meeting and General Membership meeting.

5.2.4.4.5 The Treasurer will prepare a written Annual Report to be presented in July to the Executive Board for review.

5.2.4.4.6 The Treasurer will be responsible for the timely preparation and filing of all necessary State and Federal tax and other mandated forms.

5.2.4.5 Secretary

5.2.4.5.1 The Secretary will record, keep and distribute minutes of all Executive Board and General meetings. The Secretary will conduct all external correspondence of the Executive Board. The Secretary will maintain a file of all Booster documents as deemed necessary by the Executive Board.

5.2.4.5.2 The Secretary will maintain a calendar of events and EEU Membership Directory.

5.2.4.5.3 The Secretary will appoint the chairpersons and members of the Publicity and Communications Committee.

5.2.4.5.4 The Secretary will serve as an official member of the Publicity and Communications Committee, and will be responsible for its activities. The Secretary will report to the Executive Board on the status and activities of the committee.

5.3 Officers will recuse themselves from voting on any matter where a potential financial conflict of interest may exist.

Article VI: STANDING COMMITTEES

6.1 Committee Responsibilities:

6.1.1 Appointment of Chairpersons is the sole responsibility of the Executive Board Member in charge of that committee. The Chairpersons are responsible for presiding over the committee meetings, preparing agendas, and representing the committee when necessary at the Executive Board Meeting.

6.2 The Director is an *ex officio* member of all committees and may be present at any meeting of a Standing Committee.

6.3 Specific responsibilities of committees include but are not limited to:

6.3.1 By-Laws Committee:

6.3.1.1 Reviews By-Laws and reports all proposed changes at a regularly scheduled Executive Board or General Membership EEU Booster meeting. Incorporate changes as they are adopted. Provides updated copies of the By-Laws to the membership when changes are made.

6.3.1.2 The President will serve as an official member of the By-Laws Committee. The President will report to the Executive Board on the status and activities of this committee.

6.3.2 Nominations Committee:

6.3.2.1 Solicits nominations for all Executive Board positions. Verifies membership status of a nominee and contacts the nominee to verify desire to run for board position. The membership of this committee is described in Section 5.2.4.1.3.

6.3.3 Ways and Means Committee (Fund-Raising):

6.3.3.1 Plans, manages and coordinates all fund-raising events in concert with the Director, school calendar and district requirements.

6.3.4 Uniforms Committee:

6.3.4.1 In coordination with the Director, is responsible for distribution, maintenance, cleaning and return of all band uniforms.

6.3.5 Publicity and Communications Committee:

6.3.5.1 Prepares and distributes EEU newsletter on a bi-monthly basis and as directed by the Executive Board. Prepares press releases and distributes to the media. Advertises all events.

6.3.5.2 Provides an internal communications network for the purpose of disseminating information to the membership.

Article VII: ELECTIONS

7.1 Elections will be held annually at the last General Meeting before the end of the second semester of the school year. The outgoing Board will act in an advisory capacity, working with the new Board, until July 31 of the current year.

7.2 The president will appoint the chair of the Nominating Committee by the January executive board meeting.

7.3 The Nominations Committee will present their slate of officers, one per position, by March 1.

7.4 Once the Executive Board has approved the slate of officers, this slate will be presented to the General Membership.

7.5 Additional nominations must be submitted in writing to the Executive Board Secretary by April 1. The secretary shall contact each of these additional nominees to confirm their willingness and eligibility for office. In the event that there is more than one nominee for any Executive Board office, a written ballot will be prepared. Each candidate will be allowed to submit a written statement to be included on the ballot of 100 words or less. This statement must be submitted to the Secretary at least two weeks prior to the election date. A simple majority of these ballots are required to elect officers.

7.6 The election results will be formally announced at the Awards Banquet.

Article VIII: AMENDMENTS TO BY-LAWS

- 8.1 Any member may submit proposed changes to the Executive Board in writing.
- 8.2 When a By-Laws change is proposed, the President shall appoint a By-Laws Committee Chair.
- 8.3 The By-Laws Committee will report the proposed change to the Executive Board. If the Executive Board approves the proposed change unanimously, it will be referred to the General Membership where a simple majority vote of those in attendance will amend the By-Laws.
- 8.4 The Executive Board will submit an approved copy of the updated By-Laws to the Principal of Esperanza High School.

Article IX: MISCELLANEOUS

- 9.1 No fund-raiser or other activity will occur without EEU Boosters first obtaining insurance in an appropriate amount to the activity.
- 9.2 At the discretion of the Executive Board, the EEU Boosters may choose to offer monetary Scholarship awards to deserving students. If the Executive Board chooses to award scholarships, the President will appoint a committee to work with the Director to develop the criterion for awarding the scholarship. Award criteria will be posted or otherwise provided to all eligible students. The Scholarship Committee and Director will determine the recipients and award amounts from available funds. No member of the Scholarship Committee shall continue to serve on the committee if that member is related to any applicant.