

# **CHS GOLD STAR BOOSTER CLUB, INC**

## **MISSION STATEMENT**

It is the mission of the CHS Gold Star Boosters to assist the Cajon High School Instrumental Music Department and the San Bernardino City Unified School District (SBCUSD) in providing a quality music program and learning environment for students to foster meaningful experiences in the performance, understanding and appreciation for the art of music.

The CHS Gold Star Boosters will work to support the educational and musical goals of the Cajon High School Instrumental Music Program and the students involved. This can be achieved through the hard work of the students, parents, director and staff in providing financial support for the instrumental music program.

These goals will be achieved through fundraising opportunities that benefit Marching Band, Color Guard, Concert Band, Orchestra, Jazz Band and Winter Guard. This can provide extra needed program supplies and special event activities, as well as opportunities for students to promote the instrumental music program of Cajon High School in the local community.

# **BOOSTER CLUB BYLAWS**

CAJON HIGH SCHOOL GOLD STAR BOOSTER CLUB, INC

Dated: July 13, 2012

Revised: August 10, 2015

(8 pages including cover)

**ARTICLE I**  
**ORGANIZATION**

- Section 1. The name of this organization shall be "Cajon High School Gold Star Booster Club" and shall be referred to in the following articles as the "Booster Club".
- Section 2. This organization is a non-profit corporation organized under Section 501 ( c ) (3) of the Internal Revenue Code, and as such is exempt from State franchise or income tax under the cited code.

**ARTICLE II**  
**PURPOSE**

- Section 1. The Booster Club shall cooperate fully with the Principal of Cajon High School and his/her active representative, the Cajon High School Band Director, and shall abide by the regulations of the San Bernardino City Unified School District.
- Section 2. The Purpose of the Booster Club shall be to raise funds to further the cause of the Cajon High School Instrumental Music Program.
- Section 3. The Booster Club shall solicit and receive all donations and gifts to provide for the general needs of the Cajon High School Instrumental Program
- Section 4. The Booster Club is not formed with a view to, or for the purpose of pecuniary gain or profit to its membership.
- Section 5. This organization shall be governed by the "*Robert's Rules of Order*".
- Section 6. The Booster Club business and fiscal year is August 1 through July 31.

## **ARTICLE III**

### **MEMBERSHIP**

- Section 1. Membership in the Booster Club shall be open to all individuals who support the Cajon High School Instrumental Music Program and agree to abide by the bylaws. The voting rights, privileges, and property of members shall be as stated in these bylaws. There will be two (2) classes of members, regular members, and affiliate members, as defined in Section 2, and 3, respectively.
- Section 2. Regular members ("members") must meet at least one of the criteria below. Regular members shall be eligible to vote, hold office, constitute a quorum and have all other rights common to the general membership.
- a.) Parent or legal guardian of students in the Cajon High School Instrumental Music Program.
  - b.) Adults who attend at least 3 Booster Club membership meetings during a 12 month period.
  - c.) Adults who participate in Booster Club authorized fundraisers or provide support to a Band or Color Guard activity during a 12 month period.
- Section 3. Affiliate members shall be places of business, community organizations, alumni, and/or individuals wishing to support the Booster Club but who are not eligible for Regular Membership under Section 2. Affiliate members shall not be eligible to vote, hold office, or constitute any portion of a quorum but shall have all other rights common to the general membership.

## **ARTICLE IV**

### **FUNDING**

- Section 1. Contributions to the General Fund-All contributions paid or made to the Booster Club shall become property of the Booster Club General Fund, the contributor having no further claim thereto.

Section 2. Fundraising – Revenues for the operation of the Booster Club shall be raised by:

- a.) Designated fundraising activities that must be approved by the Executive Board.

## **ARTICLE V**

### **OFFICERS**

Section 1. Officers comprised of active Booster Club members shall be elected at the first meeting in July of each year and take office on the first meeting in August. Officers are elected for a term of one year. The elected officers of the Booster Club shall be members of the Executive Board.

The elected officers shall be:

- a.) President
- b.) Vice – President
- c.) Treasurer
- d.) Recording Secretary
- e.) Corresponding Secretary

Section 2. Vacancies occurring during the year may be filled by an election of the membership, to be held within thirty (30) days after vacancy.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

Section 1. The President of the Booster Club shall:

- a.) Conduct all meetings of the Booster Club



- b.) Be a member, of all committees
- c.) Appoint committees and appoint the chairperson of each as necessary to ensure the responsible operation of the Booster Club
- d.) Coordinate with the Band Director the preparation of an operating budget in advance of the fiscal year. The budget will be presented to the Executive Board in August and submitted for approval during the August Booster meeting.
- e.) Serve as an advisory officer following his/her term of office and shall be designated as "*Past President*".

Section 2. The Vice-President shall:

- a.) Assume all the responsibilities of the President in the absence of the President and shall perform all other duties delegated by the President.
- b.) Appoint assistants as required.
- c.) Help with the coordination of the fundraising activities.
- d.) Review bylaws annually and present, in writing, at the August meeting any recommended changes for approval by the membership at the most appropriate subsequent meeting.

Section 3. The Treasurer shall:

- a.) Be responsible for keeping a full and accurate record of all financial matters of the Booster Club.
- b.) Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all Booster Club funds as directed by the Executive Board members.
- c.) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the Booster Club and shall be available for examination by its members.
- d.) Be responsible for the disbursing of expenditures approved of and authorized by the Executive Board members.
- e.) Give detailed and accurate report of all receipts and expenditures at all regular Booster Club meetings and Executive meetings.

- f.) Present an annual audited financial report within two months of the end of the Booster Club fiscal year. The Booster fiscal year shall be August 1 through July 31.
- g.) Have authority to sign and approve checks as needed.

Section 4. The Recording Secretary shall:

- a.) Keep an accurate record of the minutes of all meetings of the Executive Board and all regular Booster Club meetings.
- b.) Maintain a list of all members' names, addresses, e-mail, and telephone numbers.
- c.) Perform other duties as delegated by the President.

Section 5. The Corresponding Secretary shall:

- a.) Assume all the responsibilities of the Recording Secretary in the absence of the recording secretary.
- b.) Perform all such duties as delegated by the President.

## **ARTICLE VII**

### **MEETINGS**

Section 1. The Booster Club shall meet once each month on the second Tuesday of every month at 7:00 p.m. at Cajon High School.

Section 2. Executive Board meetings shall be held at a time and place which shall be designated by the President of the Booster Club or the Band Director, as needed.

Section 3. The President or a chairperson for the purpose of transacting specific business of a non-monetary nature may call a special meeting of the Executive Board at any time.

Section 4. Following the election of new officers, the President shall call a special meeting of the Executive Board and Executive Board-elect for the purpose of organizing, appointing, and planning activities for the upcoming year.

Section 5. The order of regular Booster Club meetings shall be:

- a.) Call to order
- b.) Reading of the minutes of the last meeting and action thereon.
- c.) Report on Correspondence
- d.) Treasurer's report
- e.) Band Director's report
- f.) Unfinished business
- g.) New business
- h.) Adjournment

Section 6. Unless otherwise stated in these bylaws, a simple majority vote of members in attendance is required for each proposal placed before the membership (Executive Board).

## **ARTICLE VIII**

### **ELECTION OF OFFICERS**

Section 1. A nominating committee may be appointed by the President, consisting of regular Booster Club members at the Booster Club meeting in August of each year. The nominating committee shall prepare a list of names for the offices of the Executive Board and shall present this list to the membership at the August meeting. The election of officers shall be held at the August meeting of the Booster Club. Nominations shall be accepted from the floor at the August meeting.



**ARTICLE IX**  
**AMENDMENTS**

- Section 1. Proposed amendments to these bylaws may be submitted in writing by the membership at a regular Booster Club meeting.
- Section 2. Amendments to these bylaws must be reviewed by the Cajon High School Band Director to assure there is no conflict with the school regulations. No changes will be made that violate school regulations.
- Section 3. Adoption of amendments to these bylaws shall require a majority vote of the membership in attendance at the following regular monthly Booster Club meeting.

**END OF DOCUMENT**