



# California High School Entertainment Unit Booster Club Bylaws

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## Article I

### **Section 1.01 Name and Status**

The name of this organization shall be California High School EU Boosters, hereinafter referred to as "CAL EU Boosters" which is a nonprofit organization.

### **Section 1.02 Purpose and Objective**

The CAL EU Boosters are dedicated to supporting and enhancing the experiences of students participating in Marching Band, Color Guard, Winter Guard, Wind Ensemble, Symphonic Band, Jazz Band, Orchestra, Drum Line, and any other instrumental group established at California High School and is hereinafter referred to as "Music/Performance Groups" or "Ensembles." Our primary objective is to provide both financial and moral support to foster a positive environment conducive to the growth and success of these student groups.

*Financial Support:* We aim to provide essential financial support through donations/fundraising efforts to ensure the sustainability and growth of the California High School Entertainment Unit. These funds will directly contribute to the purchase of equipment, uniforms, transportation costs, competition fees, and other necessary expenses to maintain the excellence of our programs.

*Moral Support:* In addition to financial assistance, we strive to create a supportive and encouraging atmosphere for students, parents, guardians, and family members involved in the CAL EU Boosters. Our goal is to cultivate a sense of community and teamwork, where everyone feels valued and empowered to contribute to the vision and growth of our student groups.

*Volunteerism:* We encourage parents, guardians, and family members to actively engage in volunteering opportunities that align with the needs of the California High School Entertainment Unit. By participating in various volunteer roles, individuals can directly contribute to the success of our programs and strengthen the bond within our community.

*Leadership:* We acknowledge the Band Director as the leader of the California High School Entertainment Unit and pledge to work collaboratively with them to implement their vision for the program. Through open communication and cooperation, we aim to support the Band Director in their efforts to provide exceptional educational and performance opportunities for our students.

In summary, the CAL EU Boosters is committed to providing both financial and moral support to create a thriving and inclusive environment where students can excel in their musical and performance endeavors. We are dedicated to upholding the values of teamwork, community, and excellence as we work towards the continued success and growth of the California High School Entertainment Unit. The California High School EU



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Boosters Executive Board will yearly review/revise a social contract to abide by each school year, to assist the CAL EU Boosters to maintain the above objectives and purpose.

## Article II Booster Membership

### **Section 2.01 Qualification**

All parents, guardians, or other persons with a student participating in a music or performance group in the California High School Entertainment Unit, Color Guard, Orchestra, Indoor Percussion, Jazz Band, Wind Ensemble, and all other auxiliary units/bands shall be considered voting members of the organization. The Principal, Assistant Principals, members of the licensed teaching staff, and alumni shall be non-voting advisory members of the organization.

### **Section 2.02 Rights and Responsibilities**

The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated and elected to The Executive Board. Voting members shall have the right to vote for the Executive Board positions and review the annual budget and review amendments to these bylaws.

### **Section 2.03 General Booster Meetings**

Booster & Board meetings will be held monthly and/or as deemed needed by the Band Director or Executive Board. ALL booster participants/parents must be notified of meeting a minimum of 1 week prior to the meeting date. There shall be at least two meetings for members to attend. First meeting in April to nominate, the second in May to vote for Executive Board Members. Additional meetings may be held upon request to the Executive Board via text, email or in person.

## Article III Executive Board

### **Section 3.01 Membership**

The Executive Board shall consist of the elected officers of the organization. An Executive Board member must have a child enrolled and attending California High School and part of the music/performing groups. Should an Executive Board member fail to attend three (3) consecutive Executive Board meetings without adequate excuse or when a Board member is not fulfilling the responsibilities of their position as prescribed in these bylaws or standing rules, or engages in conduct which the Board determines to be injurious to the organization or its purposes, the Board may, by simple majority affirmative vote, take such action as it determines appropriate, which may include removal of the Board member. Any Board member may be removed with simple majority vote of the quorum present at a special meeting called for this purpose, provided however that prior to the removal from the Board, the affected Board member



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is given notice in writing, printed or electronic, of the intended removal at least seven (7) days prior to such meeting. The affected Board member shall be informed of the general nature of the reason for removal from their position and given an opportunity to appear at the meeting to respond.

## **Section 3.02 Authority**

The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare, and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

## **Section 3.03 Executive Board Meetings**

The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization. The meetings will be to discuss the organization's goals, progress, event planning, budgeting and administration affairs. All booster members will be invited to attend the Executive Board meetings for transparency without the powers given to Executive Board Officers. Date and time of all executive Board meetings shall be posted on EU informational media pages. Each Board member may hold meetings for their respective assigned projects with their booster volunteer committee as needed but is required to report its progress to the Executive Board during a regular Board meeting.

## **Section 3.04 Additional Meetings**

The President shall call additional board meetings as necessary, but notice must be given at least 3 days before such meeting takes place. The notice shall include the time, place, and purpose.

## **Section 3.05 Quorum**

Any action taken by a general membership meeting would be upon a simple majority of those present.

## **Section 3.06 Action without a meeting**

Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Voting of an action item via email or text with consent from all board members is permitted. Results should be printed and added to the minutes for record keeping and be presented at the following



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Parent Booster meeting as an action item that was approved for transparency. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee, as the case may be.

## **Section 3.07 Participation in Meeting by Video or Audio Conference Call**

Members of the Executive Board may participate in a special and Executive Board meetings through use of video or audio software/applications or similar communications equipment, so long as members participating in such meetings can hear one another, and if deemed appropriate by the Executive Board members.

## **Section 3.08 Reimbursement**

Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, AND PRIOR APPROVAL. Reimbursement should be issued in no more than 5 business days.

# **Article IV Officers and Their Elections**

## **Section 4.01 Officers**

The CAL EU Boosters shall have an Executive Board. The officers of the Executive Board should include One President, one or more Vice Presidents, a Recording Secretary, a Treasurer, and a Fundraising Officer. These officers shall serve for a term of one year concurring with the school year.

## **Section 4.02 Nominations**

A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in March. Nominations shall be taken at the Booster Club meeting in April. Candidates should be self-nominated or nominated by another booster club member. Candidates must accept the nomination in writing prior to election day. All members in the nomination shall be present at the April meeting and acknowledge acceptance of the nomination prior to the May meeting. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination. If a position does not receive any nominations, the outgoing officer may continue in their current position only if they meet the requirements mentioned in [Section 4.04 Term](#) in these Bylaws.

## **Section 4.03 Election**

Incoming officers should be elected at the May Booster Club meeting by the members present.



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## **Section 4.04 Term**

Executive Board Officers shall serve for a one-year term. The same individual may be elected to the same Executive Board position for up to two consecutive terms.

## **Section 4.05 Vacancies**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. In case of resignation or termination, all records, books, and other materials pertaining to the office/position shall be turned over to the President or Vice President, and all funds belonging to the CAL EU Boosters shall be returned to the Executive Board without delay. Failure to turn in any items/information pertaining to the CAL EU Boosters will result in notification by the Executive Board to the Music Director and may result in follow up by the Music Director and/or School District.

## **Article V Executive Board Position**

### **Section 5.01 President**

- The President shall be the lead executive officer of the Cal EU Boosters & will oversee tasks assigned to board members, chairs, committees.
- Coordinate with the Music Director in planning events, performances, competitions, and other EU activities.
- Act as a liaison with the California High School Administration, Whittier Union High School District, and community.
- Be 1 of 3 authorized officers to sign checks for the purpose of disbursement.
- Have all contracts and legally binding documents approved by board members, prior to signing a contract along with other elected officers.
- Is prohibited to execute any contract or legally binding agreement that may encumber the Cal EU Boosters beyond the President's term.
- Responsible to renew the Cal EU Boosters insurance policy before expiration annually.
- Required to check Cal EU Boosters mail, be 1 of 3 authorized officers responsible for checking the donation drop box.
- Will appoint an alternative authorized signer, in the event of a vacancy of an Executive Board member authorized to sign checks, i.e., Vice President, Treasurer, Fundraising, Secretary.
- Will coordinate with the Treasurer to prepare & file the Cal EU Boosters forms as required for non-profit compliance.

### **Section 5.02 Vice President**



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- Vice President may be the only "Co" position on the Executive Board and will be a member of the board but will only have 1 vote between both.
- Assist and preside over meetings in the absence of the President.
- In absence of the President, will oversee events as directed by the President and function as President in his/her stead.
- Be one of 1 of 3 authorized Officers to sign checks for the purpose of disbursement.
- Serve as a liaison to all auxiliary members.
- Will assist in finding volunteers for Fundraising, Chaperones, Events.
- Responsible to oversee the Cal EU Boosters communication, i.e., emails, program newsletter, Media Chair
- Conduct an annual inventory of all Cal EU Boosters property and submit a report two months before the end of their term.
- Coordinate with the President to prepare and file any form as required for nonprofit compliance.
- Responsible for addressing call outs, concerns, requested information by the board or members as time permits.

### **Section 5.03 Treasurer**

- The Treasurer shall be a member of the Executive Board.
- Primary responsible board member for accounting funds of the Cal EU Boosters
- Safekeep books and records for accounting purposes of the Cal EU Boosters
- Present a treasury report at the monthly booster meetings consisting of current profits and losses, bank statement, balance sheets, and listings of all disbursements to include the following: Payment method whether electronic, debit, cash, check number or reference payment confirmation (whichever applicable), date issued, payee and amount paid and purpose.
- Pay all bills as authorized by the board and/or general member on receipt of the authorized payment.
- Require all proper supporting documentation, including original invoice, statement or receipt with amount due, verify that item is an approved expenditure, and secure authorized signatures on warrant prior to the issuance of any cash disbursement.
- Must secure two approvals on all manner of disbursements from authorized signers. Authorized check signers shall be any two of the following officers: President, Vice President, Treasurer, Secretary.



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- Keep an accurate record of receipts and disbursement in a ledger which is a permanent record of the Cal EU Boosters. All financial records must be retained indefinitely.
- Reconcile the monthly bank statement and promptly turn over statements to the auditor when requested.
- Work in conjunction with internal or external auditor(s) as noted in these Bylaws under [Section 9.07 Financial Report](#).
- Complete yearend bookkeeping until final month in office.
- Prepare and file the Cal EU Boosters financial forms and any required documents on or before their designated due dates.

## **Section 5.04 Recording Secretary**

- The Secretary shall be a member of the Executive Board.
- Keep an accurate record of the proceedings of all meetings of the general members and board as the legal record of the Cal EU Boosters, including all expenditures and motions indicating names of originators, seconds, abstentions, and passed or failed votes.
- Provide CAL EU Booster meeting minutes available upon request.
- Submit the meeting minutes to the board for review and upon approval, then submit final version minutes to the President & Vice President for records.
- Be prepared to refer to minutes of previous meetings.
- Record all inquiries, questions or concerns for the President and Vice President to submit solutions to all call outs.
- Perform all other duties that may pertain to minutes for record keeping.
- Will arrange an alternative note taker in the event the secretary is unable to attend a meeting.
- May be 1 of 3 authorized check signers for the purpose of disbursement.

## **Section 5.05 Fundraising**

- Fundraising will be a member of the Executive Board
- Will be the primary overseer of the following: Fundraising events, Ways & Means, Concessions Chair.
- Research fundraising opportunities for CAL EU Boosters, present ideas to the board for the purpose of clarity.
- Provide advertisements to promote events through the Webmaster Chair, social media platforms, school communication platforms.
- Coordinate with vendors and suppliers to organize fundraising events.



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- Set up monthly dine outs and fill volunteer positions as needed.
- Keep records of expenditures and earnings for each activity and provide a report at the monthly board and parent meetings.
- Will recruit assistants as needed to manage new and/or existing fundraising projects.
- Keep a calendar & log of fundraising events to help organize and promote events. Must keep a current list of dates and volunteers available to assist the following Fundraising board member.

## **Section 5.06 Member At Large**

- A Member At Large is recommended by the Music Director and approved by the board. This individual will bring knowledge, experience, and skills from various backgrounds which will enhance decision making process, and ensure the board considers a wide range of viewpoints.
- Once Appointed, the position will serve as general board member without specific responsibilities or tasks.
- This position will have no voting rights but instead will act as a liaison for specific tasks that are aligned with their skillset or expertise.
- The role of the Member At Large may include providing guidance and input on key decisions on matters relevant to CAL EU Boosters.

## **Article VI Chair Positions**

### **Section 6.01 Color Guard Representative**

- Primary contact for Color Guard/Winter Guard for the Executive Board
- Will coordinate & oversee all Color Guard/Winter Guard activities.
- Provide timeframes on all activities at each monthly booster meeting.
- Coordinate with Music Director & Prop Manager on any prop building plans.

### **Section 6.02 Concessions**

- This chair position will only be held when CAL EU Boosters is responsible for food concessions at Cal High stadium and oversees additional Cal High EU related food concession events such as the spring concert at Whittier High.
- Primary contact and coordination for Concessions/ Food sales at all events at Cal High including: California State Band Championship competitions, Football Games, Spring Concert.



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- Submits all documentation and reports all concessions related expenditures and reimbursement requests to the Treasurer for review by the CAL EU Executive Board.

### **Section 6.03 Food Manager**

- Plan and coordinate meals for band camp, designated ensembles, assign auxiliary positions to cover ensembles (Ex: Winter Guard, Jazz Band, etc.) according to established budget.
- Coordinate teams/auxiliary positions to assist/oversee special food events such as hosting judges/special guests for competitions, etc.
- Utilization of chart from previous year with sample meals/budgets/snack donations, to keep in communication with volunteers and Executive Board so that everyone is in the loop. See sample at <https://tinyurl.com/2023eusummermeals>
- Ensure safety guidelines of the following: 1) minimal food storage prior to & following each event in band room, 2) store bought, restaurant prepped, catered, preferred, as well as prepackaged snacks. 3) Minimal prep of food in band room/outside.
- Awareness of food allergies, to be communicated by Director from emergency forms.

### **Section 6.04 Uniforms**

- This position will oversee uniforms for all events where uniforms are required.
- Have a clear system in place for sizing, check out, labeling, and storage.
- Oversee volunteers to assist students prior and following events, with clear instructions.
- Responsible for, inventory, and sale/loan of uniforms/concert wear
- Responsible for any alterations that may be needed.
- Coordinate the process of dry cleaning & cleaning at the advisement of the band director & Executive Board.
- Submit a financial log, along with collected funds to a secured drop box, designated by the board. See attached [Financial Log](#) form.

### **Section 6.05 Corporate Donations**

- Throughout the year position held. Will be the lead reaching out to businesses/companies procuring sponsorships, donations of goods & services to help CAL EU Boosters.



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- Reach out to the booster members at large to find connections to corporate donations, provide corporate donation letters to any boosters who have a corporate lead.
- A log of all donations received must be provided to the Treasurer and presented at each board meeting.
- The Corporate Donations Chair informs the Executive Board and Music Director of all received donations of funds, goods, or services.

## **Section 6.06 Webmaster/Media Chair**

- Maintain the CAL EU Website with content approved by the Music Director or Executive Board Officers and may also post/publish content provided by Chair Positions, and Auxiliary Positions in support of their respective Chair or Auxiliary position.
- Support the digital communication objectives of the Music Director & CAL EU Boosters.
- Manage the CAL EU Boosters social media accounts, i.e., Instagram, Band App, etc.
- Maintain relevant content according to the program calendar year.
- Post announcements in a timely manner for upcoming events.
- To promote timely communications, may designate website/social media contributors and grant access permissions to contributors.

## **Section 6.07 Logistics & Pit Crew Chair**

- Lead contact for all Transportation needs including obtaining any necessary vehicles used for transporting CAL EU Instruments, props, and other items for performances, shows, competitions.
- Organize volunteers as needed to help with transportation needs and field show volunteers.
- Responsible for set up & take down of field show props during competitions.
- Works with Prop/Construction Manager Chair and Color Guard Representative Chair to coordinate transportation of props and color guard equipment.

## **Section 6.08 Prop/Construction Manager**

- Communicates and coordinates with Music Director and Color Guard advisor/coach to design and construct props.
- Coordinates logistics, dates, times, and locations for volunteers to construct props.
- Works with Logistics & Pit Crew Chair to ensure prop sizing and configuration can be transported to events with available transportation.



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- Point of contact for all prop building and any construction needed during field show sets for marching season.
- Works with the Executive Board to establish a budget allocation for construction of props and ensures props are constructed within the allocation. Any requests to adjust to the initial prop construction allocation must be presented to the Executive Board for consideration.
- Submits prop construction expenditure receipts and invoices to Executive Board officers no more than seven days from date of expenditure.

## **Section 6.09 Spirit Wear**

- Maintains inventory of Spirit wear items and tracks sales.
- Works with the Booster President and Music Director on spirit wear designs/ideas to present to the Executive board for approval.
- Maintain a log of all spirit wear material purchased and items sold, to be provided to the Executive Board monthly.

## **Article VII Auxiliary Positions**

### **Section 7.01 Auxiliary Positions**

The following positions will be considered Auxiliary positions:

- Jazz Auxiliary,
- Wind Ensemble Auxiliary,
- Symphonic Band Auxiliary,
- Indoor Percussion Auxiliary,
- Orchestra Auxiliary
- These positions are seasonal. They are non-voting positions and will be appointed by the Executive Board & Music Director.
- The Auxiliary position may be held for the season their CAL EU student(s) participate in the respective Auxiliary program.
- Serves as the primary point of contact & overseer for each of the individual auxiliary programs listed above.
- Responsible for coordinating Transportation of EU Members & Equipment, Feeding EU members, assigning chaperones, communicating with the board on seasonal activities.

## **Article VIII Sustainability**

### **Section 8.01 Sustainable Success**



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To promote sustainable success of the CAL EU Boosters, outgoing Executive Board members shall be responsible for ensuring a smooth transition of knowledge and responsibilities to their respective successors, including providing pertinent pass-on information related to their roles, duties, and ongoing projects. This includes insights, best practices, and any critical details necessary for effective continuity, including online records account access, such as username and passwords.

The outgoing Treasurer shall provide the incoming Treasurer with all financial records, all bank account information, and facilitate the transfer of bank signatories for the CAL EU Boosters bank accounts. See *Article IX Finances* in these bylaws for more information.

Outgoing board members may prepare a written document detailing their year's work, day-to-day activities, and recommendations for their successors. Individual meetings between outgoing and incoming officers should occur to provide detailed information on roles and responsibilities.

Committee chairs should also transfer relevant information to their successors throughout the year. Maintain well-organized records (both paper and digital) for easy access by new officers. All transition activities shall be completed by the end of the outgoing board members' term.

## Article IX Finances

### Section 9.01 Budget

The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

### Section 9.02 Obligations

The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

### Section 9.03 Loans

No loans shall be made by the organization to its officers or members.

### Section 9.04 Checks

All checks, drafts, or other orders for the payment of money on behalf of the CAL EU Boosters shall be signed by the Treasurer or by any other person as authorized in



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writing by the Executive Board, except that checks of \$250 or more must have the signature of at least two officers, such as the Treasurer and the President. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required for checks in the amount of \$250 or more."

### **Section 9.05 Banking**

The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

### **Section 9.06 Financial Controls**

The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board.
- Checks exceeding \$250 must be endorsed by at least two officers authorized by resolution of the Executive Board, and checks of the Organization shall include above the signature line a notice to this requirement.
- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

### **Section 9.07 Financial Report**

The Treasurer shall present a monthly detailed financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than



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\$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

## **Section 9.08 Fiscal Year**

The fiscal year of the organization shall be from July 1<sup>st</sup> to June 30<sup>th</sup> but may be changed by resolution of the Executive Board.

## **Section 9.09 Financial Record Retention**

All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder, and/or cloud-based software.	At least seven (7) years. Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in binder or cloud-based software.	Seven (7) Years Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on a yearly basis. Store in binder or cloud-based software.	Three (3) Years Store w/ financial records. Destroy after three years.

## **Article X Conflict of Interest**

### **Section 10.01 Conflict of Interest**



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Our team members are expected to act with utmost objectivity in their roles within the Organization. No more than one member per household is permitted on the Executive Board. Co-positions cannot be from the same household. Any situation where personal, financial, or other interests clash with the Organization's goals is considered a conflict of interest. In such cases, the individual must promptly inform the Board of Directors for resolution. If the conflict involves a decision requiring board action, the individual must abstain from voting. If there's uncertainty about a potential conflict, the Board will decide.

The person with the conflict won't take part in the final decision-making process and will leave the meeting room. However, they can provide relevant information to the Board.

It's important to note that no staff member, board member, or anyone else associated with the Organization will personally benefit from its funds or assets.

Additionally, the minutes of Board meetings will document any disclosed conflicts of interest and the absence of the interested party during final discussions or votes on relevant matters.

Furthermore, every director, officer, employee, and contractor associated with the CAL EU Boosters will receive a copy of this conflict-of-interest statement. This policy will be reviewed annually to ensure all members are informed and guided appropriately. New officers, directors, staff members, and contractors will be briefed on this policy when assuming their roles within the CAL EU Boosters. See attached [Conflict of Interest Statement](#).

## Article XI Indemnification

### Section 11.01 Indemnification

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

## Article XII Dissolution



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## **Section 12.01 Dissolution**

If the Executive Board is found to be non-compliant or not serving its purpose or mission statement, the Music Director as a representative of the school may dissolve the CAL EU Booster organization.

## **Article XIII Amendments**

### **Section 13.01 Amendments**

These Bylaws may be amended at any regular or special meetings of the Executive Board by a majority vote of the officers present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice. The thirty (30) days' notice must be recorded in the minutes to validate the amendment of the Bylaws. Any amendments to the Bylaws must be recorded in the meeting minutes. These minutes must include the section amended and names of the executive members approving the change.

Attachment(s):

- Financial Log
- Conflict of Interest Statement

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President  
Print Name

President  
Signature

Date

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Recording Secretary  
Print Name

Recording Secretary  
Signature

Date

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Music Director  
Print Name

Music Director  
Signature

Date



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**Financial Log – Project/Event Name:** \_\_\_\_\_  
**California High School Entertainment Unit Booster**

<b>Denomination</b>	<b>Number</b>	<b>Dollar Amount</b>
One-Dollar Bills		\$
Two-Dollar Bills		\$
Five-Dollar Bills		\$
Ten-Dollar Bills		\$
Twenty-Dollar Bills		\$
Fifty-Dollar Bills		\$
One-Hundred Dollar Bills		\$
Five-Hundred Dollar Bills		\$
One-Thousand Dollar Bills		\$
Pennies		\$
Nickels		\$
Dimes		\$
Quarters		\$
Half Dollars		\$

**TOTAL**      \$\_\_\_\_\_

Counted by: \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Confirmed by: \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Submitted to designate Secure Drop Box by: \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_



# Conflict of Interest Statement

## Purpose

The purpose of this Conflict-of-Interest Statement is to ensure transparency, ethical conduct, and the avoidance of conflicts of interest among Executive Board members and contractors of the **California High Entertainment Unit Band Boosters**. By adhering to this policy, we uphold the best interests of the organization and the students it serves.

## Definitions

- **Executive Board Member:** Refers to any individual holding an official position on the Executive Board of the **California High School Entertainment Unit Boosters** as enumerated by the California Entertainment Unit Booster Bylaws.
- **Contractor:** Refers to any individual or entity engaged by the **Band Boosters** for services, including but not limited to event planning, fundraising, or other contractual work.

## Obligations

1. **Disclosure:** All Executive Board members and contractors must promptly disclose any actual or potential conflicts of interest that may arise during their tenure.
2. **Avoidance of Conflicts:** Executive board members and contractors shall avoid situations where their personal interests conflict with the interests of the organization.
3. **Transparency:** Any financial or personal interest that could reasonably be expected to affect an individual's judgment or actions must be disclosed to the board.
4. **Recusal:** If a conflict arises, the affected individual shall recuse themselves from discussions, decisions, or votes related to the matter.
5. **Annual Review:** All board members and contractors shall annually review and sign this Conflict-of-Interest Statement.

## Procedures

1. **Disclosure Process:**
  - Executive Board members and contractors shall disclose any potential conflicts of interest in writing to the board.
  - The disclosure shall include details of the interest, relationship, and any relevant financial transactions.
2. **Board Review:**

- The board shall review disclosed conflicts and determine appropriate actions.
- In cases involving Executive Board members, the board may vote on whether the individual can continue in their position.
- In cases involving contractors, the board may assess the impact on the organization and take necessary steps.

**3. Record Keeping:**

- The board shall maintain records of all disclosed conflicts and actions taken.
- These records shall be accessible to all board members, Music Director, and relevant parties.

## Acknowledgment

By signing below, I acknowledge that I have read and understood this Conflict-of-Interest Statement. I agree to comply with its provisions and promptly disclose any conflicts of interest that may arise during my tenure.

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

Check Applicable Box Below:

Executive Board Member - Board Position: \_\_\_\_\_

Contractor, Service Provider – Business Name: \_\_\_\_\_

*Revision Date April 15, 2024*

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