

BY-LAWS OF
Fountain Valley High School Royal Regiment Booster Association

ARTICLE I – NAME

The name of the organization shall be “FOUNTAIN VALLEY HIGH SCHOOL ROYAL REGIMENT BOOSTER ASSOCIATION”, doing business as FVRR, hereinafter referred to as the “FVRR BOOSTERS.”

ARTICLE II – PRINCIPAL OFFICE

The principal office for the transaction of the activities and affairs of the Association (“principal office”) is located at 17816 Bushard Street, Fountain Valley, California 92708; all mail correspondence for FVRR (mail, checks, etc.) is to be delivered to FVHS Royal Regiment, P.O. Box 20168, Fountain Valley, CA 92728. The Executive Board (hereinafter referred to as the “EXEC BOARD”) may change the principal office from one location to another. Any change of location of the principal office shall be noted by the Secretary on these By-Laws opposite this section, or this section may be amended to state the new location.

ARTICLE III – PURPOSE

The specific purposes of this Association are:

- a. To promote continued excellence in the instrumental music education program of the Fountain Valley Royal Regiment.
- b. To provide support for those students in the Fountain Valley Royal Regiment and to further the best interests of those students.
- c. To plan, promote and administer fundraising efforts and other activities, in coordination with the Band Director.
- d. To support, whenever possible, the Band Director in his duties in connection with the FVRR.
- e. To develop avenues of communication between the school and community.
- f. To foster a closer relationship between parents and students.

Regiment ensembles supported by FVRR include Marching Band, Color Guard, Percussion, Orchestra, Wind Ensemble, Symphonic Band, Jazz Band, Chamber Strings, Honor Band, and any other instrumental group established at Fountain Valley High School.

This Association is a non-profit association organized under California Corporations Code §21000, et. seq. and is organized exclusively for charitable and educational purposes pursuant to the provisions of Internal Revenue Code §501(c)(3). The purpose of this Association is to engage in any lawful act or activity for which an association may be organized under such law.

ARTICLE IV – MEMBERSHIP

Membership in the FVRR BOOSTERS shall be open to any interested Parent or guardians of students currently enrolled in the music groups at Fountain Valley High School. Additional categories of membership may be established by the FVRR BOOSTERS.

- a. Student members of the Royal Regiment Executive Council (RREC) are invited to attend FVRR BOOSTER meetings without voting privileges.
- b. Each Current FVRR Member Household has the right to cast ONE vote regardless of the number of students enrolled in the music program.
- c. No Membership or right arising from a Membership shall be transferred. All Membership rights cease on the Member’s death.
- d. Additional categories of non-voting membership may include: FVRR Alumni, parents of FVRR Alumni, FVHS faculty and staff.

ARTICLE V – FISCAL YEAR

The fiscal year shall be from July 1 to June 30. Financial records shall be submitted for audit within thirty days after the end of the fiscal year. If an audit is requested by the Huntington Beach Union High School District, thirty days written notice must be given and all expenses incurred by the school district shall be paid by the district.

ARTICLE VI – CONTRIBUTIONS AND DONATIONS

Member contributions and donations are necessary for a strong, smoothly functioning program.

- a. The annual Membership contribution rates shall be set by a two-thirds affirmative vote of the Board at the time of the annual budget approval process.
- b. Members are encouraged to contribute volunteer hours determined by the EXEC BOARD annually for the betterment of the organization.
- c. All funds remaining at year-end for students not returning the following year will become the property of the general account at the start of the fiscal year July 1st.
- d. Donations from Company Sponsors or corporate matching programs may only be directed to the FVRR General Fund, or a designated FVRR subsection of Color Guard, Percussion, Orchestra, etc.; and may not be designated for an individual student account.
- e. As a non-profit organization, all contributions to the FVRR are considered donations. Any refund requests are subject to approval by the EXEC Board on a case-by-case basis.

ARTICLE VII – EXECUTIVE BOARD OF DIRECTORS:

The Executive Board of Directors shall consist of the Elected Officers, the Band Director and Associate Band Director (ex-officio non-voting), and Appointed Positions of Scrip/Raise Right Manager, Bingo Manager, Head Chaperone, Parliamentarian, and Sponsorship Coordinator, responsible for activities within the organization (hereinafter the “EXEC BOARD”).

Officers, consisting of a President (or Co-Presidents), Vice President Ways and Means, Lead Treasurer, Student Donations Treasurer, Vice President Band Operations, Vice President Percussion, Vice President Color Guard (or Co-Vice Presidents), Vice President Orchestra, Vice President Transportation Operations, Secretary and Scrip/Raise Right Treasurer, will be elected annually for a twelve-month term. The President-elect or (Co-Presidents) must have served at least one term in another position on the Executive Board or as a committee chairperson or as a Standing Committee Chairperson if no executive board member is eligible.

Vice-Presidents of each Regiment ensemble will be selected from members who have students in that section. If no such member is willing to serve, another interested candidate may be appointed.

The Elected Officers shall appoint the following Standing Committee Chairpersons to serve as voting members of the EXEC BOARD for the fiscal year: *Scrip Manager, Bingo Manager, Head Chaperone, Parliamentarian, and Sponsorship Coordinator*. If more than one member of a household serves on the EXEC BOARD, they shall only have one vote between them. No member from a household shall hold the office of President or any Treasurer’s position at the same time and shall only have one vote between them. Each officer on this Executive Board shall have one vote per position. The Executive Board members may be excused from working Bingo shifts due to time commitments required of Executive Board positions.

ARTICLE VIII – EXECUTIVE BOARD POWERS:

The EXEC BOARD shall be vested with authority over the management and operation of the FVRR BOOSTERS. This authority shall include decisions concerning financial matters and authorization for payment of bills within the limits of the budget adopted by the General Membership during the annual approval process.

The EXEC BOARD will be responsible for decisions regarding the purchase of band equipment in conjunction with input from the band director. The Executive Board will be responsible for loaning of FVRR Boosters property, funding of music staff salaries, fundraising, transportation, lodging expenses and related activities. EXEC BOARD members shall present a report of expenditure to the Membership at each meeting.

No advisor, instructor, staff, or member of the FVRR Boosters, other than a duly authorized officer of the EXEC BOARD, is authorized to commit the FVRR BOOSTERS to financial obligations, contracts, or agreements without prior approval of the EXEC BOARD.

- a. Appointment and/or Removal of officers are governed by these by-laws. Officers will not be paid for their services.
- b. All bills (including monthly salary checks issued to ASB) shall be reviewed by the Director, the EXEC BOARD, and submitted to the Lead Treasurer for payment.
- c. Any bill exceeding their category amount in the annual budget by ten percent (10%) or \$1,000 whichever is less, must be approved by the EXEC BOARD and presented to the membership at the next meeting. Any changes to budget categories are to be submitted to the general membership and recorded in the Minutes.
- d. The Band Director, as faculty, shall serve as ex-officio, non-voting member of the EXEC BOARD.
- e. Outgoing EXEC BOARD officers shall be responsible for the transfer of the various effects (e.g., papers, files, CD's, notes, memos, etc.) during a transition period beginning immediately after the election and to be completed on or before June 30th.
- f. Every Officer shall have the absolute right, at any reasonable time, to inspect all books, records, and documents of the FVRR BOOSTER ASSOCIATION.
- g. All Music staff, Technicians and assistants and any individual funded by the FVRR Boosters shall
 1. Be chosen at the sole discretion of the Band Director/Assistant Band Director and not the EXEC BOARD or FVRR Boosters.
 2. Earn salaries/wages negotiated by the Band Director/Assistant Band Director, such that the total expenditure of all support staff shall not exceed the amount set forth in the annual budget.
 3. Have a signed Memorandum of Understanding; reviewed and approved by the Vice Principal of Activities.
 4. FVRR Lead Treasurer to receive signed Memorandum of Understanding from Vice President of Activities to process payroll according to FVHS ASB Financial Calendar.
- h. Following 501(c)(3) guidelines, the Board cannot pay the Band Director for services performed in the summer. IRS guidelines consider this an "excess benefit transaction with a person having substantial influence over the organization." It is not necessary that the person exercise "substantial influence," only that the person be in position to do so. The district-provided stipend will serve as compensation for work completed by the band director during the summer months. The Booster organization will not provide any additional compensation.

ARTICLE IX – ELECTION OF OFFICERS

The Nominating Committee for the following year's slate of officers shall be approved by the Executive Board and will consist of the Secretary, the Parliamentarian, and six (6) members plus one (1) alternate. The President (or Co-Presidents) may not serve as a member of the Nominating Committee. Members must have attended at least four (4) BOOSTER Meetings during the current school year. Membership of the Nominating Committee is open to the general booster organization, and members will be chosen from a cross-section of the entire membership and include representation from the freshman, sophomore, and junior classes.

The Secretary will organize the Nominations Committee. No member shall serve on the Nominating Committee for more than two (2) consecutive years unless there are insufficient members to serve. The committee will select a chairperson who will report to the Board.

- a. The slate of officers shall be presented in writing at the March Board meeting.
- b. A written ballot will be created by the Secretary to be presented at the April meeting. The ballot will contain the names of those running for each elected position and will have space for additional names in the event there are nominations from the floor.

- c. In the case of an uncontested election, members shall elect the slate of officers by voice vote. If there are contested positions, a secret paper or electronic ballot will be used.
- d. When necessary, a committee of three people will be appointed by the EXEC BOARD for the purpose of distributing, collecting, and counting the written ballots. No current EXEC BOARD Member may serve on this committee.
- e. Each "member" family is entitled to one vote.
- f. There will be no proxy voting. The EXEC BOARD will make provisions for absentee ballots if warranted by the circumstances.

ARTICLE X- VACANCIES & TERMINATIONS

A vacancy or vacancies on the Board shall exist on the occurrence of the following: (1) The death, removal or resignation of any Officer or (2) the declaration by resolution of the Board of a vacancy of any office held by an Officer who has been declared of unsound mind by any order of the court or convicted of a felony or has been found by final order of judgment on any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Benefit Corporation Law.

- a. Resignation: Except as provided in this subsection, any Officer may resign effective upon giving written notice to the President (or Co-Presidents) or the Secretary of the Association, unless such notice specifies a later time for the resignation to become effective.
- b. Removal by Majority Vote: Upon a vote by majority of the Officers, any Officer may be removed from office and replaced with or without cause. When an EXEC BOARD member fails to attend three consecutive meetings without adequate excuse, or when an officer is not fulfilling the responsibilities of the office or engages in conduct which is determined to be injurious to the organization, the Executive Board of Directors may, by a two-thirds vote, take action.
- c. Filling Vacancies: Should any vacancy on the EXEC BOARD exist, the remaining Officers shall appoint a member to fill the position for the remainder of the term.
- d. If the President should be unable to complete the term in office, the EXEC BOARD shall elect a new President from the existing EXEC BOARD to fill the unexpired term. If Co-Presidents are elected and one cannot complete the term, the other Co-President shall serve the rest of the term as President.
- e. EXEC BOARD Members and Standing Committee Chairpersons shall keep confidential all personal member information and are subject to confidentiality at all EXEC BOARD meetings.

ARTICLE XI – DUTIES OF EXECUTIVE BOARD POSITIONS:

PRESIDENT and/or Co-PRESIDENTS:

The President (or Co-Presidents) shall be a member(s) of each FVRR BOOSTER committee except the nominating committee and shall:

- Preside over all meetings, except meetings of the nominating and By-Laws committees.
- Maintain the FVRR BOOSTER member database.
- include Band Director and Assistant Band Director on all emails sent to the FVRR Booster membership database.
- Act as liaison to all regiment ensembles and the Director.
- Be responsible for and monitor the coordination of all regiment trips with the Director.
- Coordinate orientation meeting materials.
- Call a transition EXEC BOARD meeting annually, if necessary.
- Have check signing privileges on all FVRR BOOSTER accounts.
- Hold an audit meeting monthly with the Lead Treasurer, Student Donations Treasurer, and VP Ways and Means, to audit and review financial documents.

- Report on the general condition and organization of all activities of the FVRR BOOSTER membership.
- Perform any other duties as may be prescribed by the EXEC BOARD or these Bylaws.

Elected Officers, Event Coordinator, Senior Appreciation Chairperson, Webmaster, Travel Coordinator, and New Member Outreach Representative all report to the President (or Co-Presidents).

VICE PRESIDENT OF WAYS AND MEANS:

The Vice President of Ways and Means shall:

- Be responsible for and monitor all fundraising activities.
- Attend an audit meeting monthly with the President (or Co-Presidents), Lead Treasurer, and Student Donations Treasurer, to audit and review financial documents.
- Partner with VPs of Color Guard, Percussion, Band, and Orchestra on fundraising opportunities
- Assist the President (or Co-Presidents) as directed.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

The Sponsorship Coordinator reports to this Vice President.

WAYS AND MEANS MANAGER:

The Ways and Means Manager appointed by the Vice President Ways and Means with the approval of the EXEC BOARD, shall:

- Assist the Vice President of Ways and Means with fundraising activities.
- Collaborate with the Vice President of Ways and Means on new fundraising opportunities.
- Organize fundraiser specific committees as needed to help carryout fundraising activities or events.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.
- May attend any Executive Board meeting but does not have the right to vote.

The Ways and Means Manager reports to the Vice President of Ways and Means

LEAD TREASURER:

The Lead Treasurer shall:

- Be responsible for the handling and accounting of all FVRR BOOSTERS funds except the Scrip/Raise Right account.
- Monthly reconciliation of all accounts except the Scrip/Raise Right account.
 - Bank Accounts (general, student donations, percussion, orchestra, color guard, and reserve account) in QuickBooks.
 - PayPal Accounts: Student Donations and Treasurer's.
 - Venmo Accounts: FVRR and Scrip.
 - Square: Online platform.
- Organize the annual budget committee and prepare the annual budget for approval at the May Booster Membership meeting.
- Attend an audit meeting monthly with the President (or Co-Presidents), VP Ways and Means, and Student Donations Treasurer, to audit and review financial documents.
- Present a financial summary at all EXEC BOARD and general membership meetings.
- Be responsible for the preparation of the annual tax return, non-profit organizations annual filings, and the 1099 independent contractor filings.
- Review students' and scrip accounts.
- Be a signatory on all bank accounts except the scrip account.

- Manage the bank accounts in a responsible manner and make timely deposits and disbursements within the budgeted guidelines. (President (or Co-Presidents), Lead Treasurer, or Student Donations Treasurer).
- Make sure that all checks are co-signed (2 authorized signatures for the respective accounts(s)).
- As is accepted and proper business practice, the signers must not be (or within the same household as the) payee of the check.
- Make sure electronic disbursements are pre-approved by the President (or Co-Presidents) through an ink signed approval or electronic signature.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

Officers who report to the Lead Treasurer are Student Donations Treasurer and the Scrip Treasurer.

STUDENT DONATIONS TREASURER:

The Student Donations Treasurer shall:

- Assist the LEAD TREASURER with financial duties.
- Report to the LEAD TREASURER.
- Be primarily responsible for maintaining and coordinating the information on student donation records.
- Keep and present a summary of Student donations activity at EXEC BOARD and General Membership meetings.
- Provide members with their student's donation statements monthly.
- Sign or co-sign checks on bank accounts except scrip account.
- Reconcile the Student Donations checkbook and resolve any disputes that arise.
- Attend an audit meeting monthly with the President (or Co-Presidents), VP Ways and Means, and Lead Treasurer, to audit and review financial documents.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

The Student Donation Treasurer reports to the Lead Treasurer

VICE PRESIDENT OF BAND OPERATIONS:

The Vice President of Band Operations shall:

- Be responsible for and monitor arrangement of chaperones (with Head Chaperone) and transportation of students (with VP of Transportation Operations), as well as equipment, to all competitions and events for fall and spring.
- Be responsible for and monitor maintenance, inventory, and storage of band uniforms (with Head Chaperone and Uniform Chairperson).
- Assist Student Donations Treasurer with collecting donations.
- Be responsible for and monitor the planning, building, movement and maintenance of equipment and props (with Pit Crew/Prop Chairperson).
- Be responsible for and monitor the preparation and implementation of meals as needed.
- Assist the Director with keeping an inventory of all band equipment.
- Report activities of the band at monthly Booster Meetings.
- Act as an aide to the President (or Co-Presidents) and in the absence of the President (or Co-Presidents, perform the duties of the President (or Co-Presidents) if requested by the President (or Co-Presidents) to do so.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

Committee chairpersons who report to this Vice President are Head Chaperones, Pit Crew/Prop Manager, Uniforms, Hospitality, and any other committee established by the EXEC BOARD deemed necessary to operate the FVRR.

VICE PRESIDENT OF PERCUSSION OPERATIONS:

The Vice President of Percussion Operations shall:

- Organize and keep all FVRR students safe and ready to perform when attending off-campus events.
- Arrange for chaperones and transportation of percussion members (with VP of Transportation Operations) as well as their equipment to all competitions and events during the spring season.
- Assist the Director and staff with the purchase of uniforms and equipment as needed.
- Recommend to the EXEC BOARD the budget for fall and spring and oversee purchases for the spring season.
- Assist Student Donations Treasurer with collecting donations.
- Coordinate meals as needed during the spring season.
- Be responsible for and monitor the planning, building, movement, and maintenance of equipment and props (with Pit Crew/Props Chairperson).
- Coordinate fundraising, as necessary, for spring activities.
- Report activities of the percussion group at monthly Booster Meetings.
- Act as an aide to the President (or Co-Presidents) and in the absence of the President (or Co-Presidents, perform the duties of the President (or Co-Presidents) if requested by the President (or Co-Presidents) to do so.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

PERCUSSION MANAGER:

The Percussion Manager, appointed by the Vice President of Percussion with the approval of the EXEC BOARD, shall:

- Assist the Vice President of Percussion Operations in all duties, including organizing and keeping all FVRR students safe and ready to perform when attending off-campus events.
- Assist the Vice President of Percussion Operations with arranging chaperones and transportation of percussion members (with VP of Transportation Operations) as well as their equipment to all competitions and events during the spring season.
- Assist the Vice President of Percussion Operations with budget recommendations to the EXEC BOARD for fall and spring purchases.
- Assist the Vice President of Percussion Operations with coordinating meals as needed during the spring season.
- Assist the Vice President of Percussion Operations with the planning, building, movement, and maintenance of equipment and props (with Pit Crew/Props Chairperson).
- Assist Vice President of Percussion Operations with coordinating fundraising, as necessary, for spring activities.
- Assist the Director and staff with the purchase of uniforms and equipment as needed.
- Report activities or any necessary information of the percussion group to the Vice President of Percussion Operations.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.
- May attend any Executive Board meeting but does not have the right to vote.

Reports to Vice President of Percussion Operations

VICE PRESIDENT AND/OR CO-VICE PRESIDENTS OF COLOR GUARD OPERATIONS:

The Vice President (or Co-Vice Presidents) of Color Guard shall:

- Organize and keep all FVRR students safe and ready to perform when attending off-campus events.
- Arrange for chaperones for both fall and spring seasons (with Head Chaperone) and transporting of students (with VP of Transportation Operations) as well as their equipment to all competitions and events.

- Assist the Director and staff with the purchase of color guard uniforms and equipment.
- Recommend to the EXEC BOARD the budget for fall and spring; and oversee purchases for the spring season.
- Assist Student Donations Treasurer with collecting donations.
- Be responsible for and monitor the planning, building, movement and maintenance of equipment and props (with Pit Crew/Props Chairperson) for the spring season.
- Coordinate snack/meal donations, prep, serving, and clean up as necessary (with Head Chaperone) for fall marching season.
- Ensure color guard chaperones return and load their chaperone supplies/wagons onto the busses at the conclusion of games, events, competitions.
- Coordinate meals as necessary during the spring season.
- Coordinate fundraising, as necessary, for spring activities.
- Report activities of the color guard at monthly Booster Meetings.
- Act as an aide to the President (or Co-Presidents) and in the absence of the President (or Co-Presidents, perform the duties of the President (or Co-Presidents) if requested by the President (or Co-Presidents) to do so.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.
- If Co-Vice Presidents fill this position, both may attend executive board meetings, but this office will have a total of 1 vote.

COLOR GUARD MANAGER:

The Color Guard Manager, appointed by the Vice President (or Co-Vice Presidents) of Color Guard with the approval of the EXEC BOARD, shall:

- Assist the Vice President (or Co-Vice Presidents) of Color Guard in all duties, including organizing and keeping all FVRR students safe and ready to perform when attending off-campus events.
- Assist the Vice President (or Co-Vice Presidents) of Color Guard with arranging chaperones for both fall and spring seasons, and transportation of color guard members (with VP of Transportation Operations) as well as their equipment to all competitions and events during the spring season.
- Assist the Vice President (or Co-Vice Presidents) of Color Guard in coordinating snack/meal donations, prep, serving, and clean up as necessary (with Head Chaperone) for fall marching season.
- Assist the Vice President (or Co-Vice Presidents) with ensuring color guard chaperones return and load their chaperone supplies/wagons onto the busses at the conclusion of games, events, competitions.
- Assist the Vice President (or Co-Vice Presidents) of Color Guard with budget recommendations to the EXEC BOARD for fall and spring purchases.
- Assist the Vice President (or Co-Vice Presidents) of Color Guard with coordinating meals as needed during the spring season.
- Assist the Vice President (or Co-Vice Presidents) of Color Guard with monitoring the planning, building, movement, and maintenance of equipment (with Pit Crew/Props Chairperson).
- Assist Vice President of Color Guard with coordinating fundraising, as necessary, for spring activities.
- Assist the Director and staff with the purchase of uniforms and equipment as needed.
- Report activities or any necessary information of the Color Guard group to the Vice President (or Co-Vice Presidents) of Color Guard.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.
- May attend any Executive Board meeting but does not have the right to vote.

Reports to Vice President (or Co-Vice Presidents) of Color Guard

VICE PRESIDENT OF ORCHESTRA OPERATIONS:

The Vice President of Orchestra Operations shall:

- Arrange for chaperones and transporting of students (with VP of Transportation Operations) as well as their musical instruments to all performances and festivals.
- Recommend to the EXEC BOARD the budget for fall and spring; and oversee purchases.
- Assist Student Records Treasurer with collecting orchestra contributions.
- Assist the Director with the implementation of all performances.
- Assist the Director in keeping an inventory of all orchestra equipment.
- Be responsible for and monitor the preparation and implementation of meals as needed.
- Reports activities of orchestra at the monthly booster meetings.
- Act as an aide to the President (or Co-Presidents) and in the absence of the President (or Co-Presidents, perform the duties of the President (or Co-Presidents) if requested by the President (or Co-Presidents) to do so.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

VICE PRESIDENT OF TRANSPORTATION OPERATIONS:

The Vice President of Transportation Operations shall:

- Ensure proper registration of the vehicles and trailers with the Director.
- Take all precautions necessary to ensure the safe transportation of FVRR equipment.
- Ensure proper maintenance of vehicles and trailers.
- Assist in securing drivers for FVRR events.
- Recommend to the EXEC BOARD the budget for the fall and spring seasons.
- Ensure vehicle inspections are up to date.
- Assist Director with fueling and operation of light towers and generator(s) as needed.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.
- Reports to President (or Co-Presidents)

SECRETARY:

The Secretary shall:

- Keep written minutes of EXEC BOARD and General Membership meetings.
- Prepare a list of unfinished business items for the President (or Co-Presidents).
- Have a copy of the by-laws, minutes of previous meetings with all documents enumerated therein, list of all committees, and an up-to-date list of all members available at each meeting.
- Read the minutes of any previous meeting when called upon to do so.
- Make all corrections to the official minutes.
- Have check signing privileges on both the student and general bank accounts.
- Organize and chair the Nominations Committee (as described under Article IX in the By-laws) in February and present the slate of board officers at the March board and booster meetings.
- Create a written or electronic ballot for the election of board officers and present it at the April booster meeting for a vote.
- Enter all amendments to the By-Laws.
- Publicize all FVRR Boosters' activities and prepare news releases. This includes requesting and completing appropriate ASB paperwork to have these announcements posted on the FVHS marquee and Daily Bulletins.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

SCRIP/RAISE RIGHT TREASURER:

The Scrip/Raise Right Treasurer shall:

- Make Scrip/Raise Right available for purchase at regularly scheduled times.
- Schedule volunteers to sell Scrip/Raise Right.
- Report monthly activity to the EXEC BOARD.
- Prepare monthly reports for each booster club participating in the Scrip program.
- Prepare monthly reports for the Lead Treasurer.
- Co-sign checks for the scrip bank account. (2nd signature should be the Lead Treasurer or the President (Co-President).
- Reconcile scrip bank account and recover funds from any bounced checks and fees that correspond with any such issues.
- Write and mail checks and invoices to other FVHS booster group/organization treasurers for rebates earned from participating in the scrip program.
- Share responsibility with SCRIP/RAISE RIGHT MANAGER of overseeing Saturday Scrip/Raise Right sales, weekly placing restock orders, sorting, inputting orders, reconciling inventory, filling back and pre-orders, creating deposit summaries, and responding to email inquiries to the scrip email address.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-laws.

The Scrip/Raise Right Treasurer reports to the Lead Treasurer.

SCRIP/RAISE RIGHT MANAGER:

The Scrip/Raise Right Manager, appointed by the Scrip/Raise Right Treasurer with the approval of the EXEC BOARD, shall:

- Assist the Scrip/Raise Right Treasurer in implementing the sale of scrip.
- Schedule volunteers for sales, sorting, reconciling inventory, and inputting orders, when necessary.
- Oversee Saturday Scrip/Raise Right sales, placing of restock orders, sorting, inputting of orders, reconcile inventory, fill back and pre-orders, create deposit summaries, and respond to email inquiries to the scrip email address with the SCRIP/RAISE RIGHT TREASURER.
- Attend various club or sport booster meetings to inform parents of the benefits of the scrip/raise right program.
- Substitute for the SCRIP/RAISE RIGHT TREASURER at the EXEC BOARD meetings when necessary but does not have the right to vote.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

The Scrip/Raise Right Manager reports to the Scrip/Raise Right Treasurer.

HEAD CHAPERONE:

The Head Chaperone, appointed by the EXEC BOARD, shall:

- Organize and keep all FVRR students safe and ready to perform when attending off-campus events.
- Train, schedule, and manage chaperone volunteers at competitions, football games, and other events as indicated by the President (or Co-Presidents).
- Ensure all chaperone volunteers complete required paperwork and receive schedules and reminders about their assignments.
- Ensure seat covers are placed at all home football games, removed at the conclusion of the game, and washed and stored during the season.
- Stock supplies in chaperone hip packs, provide clean water bottles and water at designated events including summer field camp and evening practices, and maintain first aid supplies in the band office and field shed.

- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

Reports to the Vice President of Band.

CHAPERONE MANAGER:

The Chaperone Manager, appointed by the Head Chaperone with the approval of the EXEC BOARD, shall:

- Assist Head Chaperone in all duties, including organizing and keeping all FVRR students safe and ready to perform when attending off-campus events.
- Assist with training, scheduling, and managing chaperone volunteers at competitions, football games and other events as indicated by the President (or Co-Presidents).
- Assist Head Chaperone in ensuring all chaperone volunteers complete required paperwork and receive necessary schedules and reminders about their assignments.
- Assist Head Chaperone with placing seat covers at all home football games, removing at the conclusion of the game, washing and storing during the season.
- Report activities or any necessary information to Head Chaperone
- Assist Head Chaperone with stocking supplies in chaperone hip packs, providing clean water bottles and water at designated events including summer field camp and evening practices; and maintaining first aid supplies in the band office and field shed.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.
- May attend any Executive Board meetings but does not have the right to vote.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

Reports to Head Chaperone

PARLIAMENTARIAN:

The Parliamentarian is appointed by and acts as an advisor to the President (or Co-Presidents) and shall:

- Attend all meetings of the General Membership and EXEC BOARD.
- Give advice on procedure when necessary.
- Organize and chair the By-Law Review Committee (as described in Article XVIII in the By-Laws) and annually review the By-Laws between the January and February EXEC BOARD meetings.
- Assist the Secretary in organizing the Nominating Committee in February and serve on the committee.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

BINGO MANAGER:

The Bingo Manager, appointed by the EXEC BOARD, shall:

- Schedule all bingo workers.
- Contact all scheduled workers to remind and confirm their commitment.
- Maintain weekly communication with the FVHS Bingo Coordinator.
- Perform any other duties as may be prescribed by the EXEC BOARD or these By-Laws.

SPONSORSHIP COORDINATOR

The Sponsorship Coordinator, appointed by the EXEC BOARD, shall:

- Assist the Vice President of Ways and Means.
- Responsible for soliciting and procuring corporate sponsors.

- Assist Senior Scholarship chairperson and committee, as necessary, seeking scholarships and be engaged in the planning process.
- Submit grant applications on behalf of FVRR BOOSTERS.

Reports to the Vice President of WAYS AND MEANS.

ARTICLE XII – MEMBERSHIP TERMINATION

EXPULSION OF THE MEMBER

If a member has failed to observe the rules of conduct of the FVRR BOOSTERS Association or engages in conduct prejudicial to the purposes and interests of the Association, that member may be removed.

PROCEDURE FOR EXPULSION

The Member shall be given 15 days prior written notice of the proposed expulsion and the reasons for the proposed expulsion. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent first-class or registered mail to the Member's last known address as reflected in the FVRR membership roster; the Member shall be given an opportunity to be heard, either orally or in writing at least 5 days before the effective date of the proposed expulsion. The hearing shall be held, or the written statement considered, by the EXEC BOARD or person authorized by the EXEC BOARD to determine whether the expulsion should take place.

ARTICLE XIII – CHAIRPERSONS

The EXEC BOARD shall appoint the following Chairpersons: Uniforms, Pit Crew/Props, Webmaster, Senior Appreciation Coordinator, Hospitality, New Member Outreach Representative, Travel Coordinator, Event Coordinator, Head Chaperone (see Duties of EXEC BOARD Positions), Bingo Manager (see Duties of EXEC BOARD Positions), and Sponsorship Coordinator (see Duties of EXEC BOARD Positions). Each chairperson may select a committee, if necessary. Other Committees may be established, and chairpersons appointed by the EXEC BOARD. Hours worked in a chairperson role are considered as volunteer hours donated for the benefit of the FVRR program.

DUTIES OF CHAIRPERSONS:

UNIFORMS: The uniform Chairperson will be responsible for the marching band uniforms, which includes fitting students to uniforms, maintenance and repair of uniforms when necessary, and delegation and oversight of bi-annual cleaning of all uniforms. Reports to VP of Band

PIT CREW/PROPS CHAIRPERSON: The Pit Crew Chairperson will arrange for and coordinate a committee to move equipment and props for all performances, including home football games and competitions. Reports to VP of Band

WEBMASTER: The Webmaster shall be responsible for maintaining and keeping FVHSMUSIC.com website current and up to date, making changes as requested by the President (or Co-Presidents) or the EXEC BOARD or Band Director, and sharing all login, usernames, passwords, etc. with the Director, Assistant Director, and President (or Co-Presidents). Reports to the PRESIDENT (or Co-Presidents).

SENIOR APPRECIATION: This chairperson coordinates recognition and honoring of the senior class FVRR students. Customary activities have included senior luncheon, senior night at a home football game, senior circle, senior shirts, 8'x10' senior photos for FVRR senior photo banner displayed at football games and competitions, senior gifts at awards banquet(s), senior plaques (with President (or Co-Presidents)), and memory book at graduation. Reports to the PRESIDENT (or Co-Presidents).

HOSPITALITY: The Hospitality chairperson shall coordinate food/refreshments for FVRR members and BOOSTER Chaperones during regiment ensemble related activities when requested by the Band Director. This may include requesting donations from FVRR families, local businesses, or through donations. Such activities include, but are not limited to summer field camp, marching band away competitions, and assisting other chairpersons for events such as the annual Beach Party, Showcases, Potlucks, etc. Reports to VP of Band.

NEW MEMBER OUTREACH REPRESENTATIVE: The New Member Outreach Representative shall be a liaison between new parents and students and membership of the FVRR and will keep parents informed of events, schedules, fundraising opportunities, etc. Reports to the PRESIDENT (or Co-Presidents).

TRAVEL COORDINATOR: The Travel Coordinator shall assist the President and Director in coordinating all Regiment trips, including Fall Trips, Spring Trips, etc. Reports to the PRESIDENT (or Co-Presidents) and works closely with the VP of Transportation Operations.

EVENT COORDINATOR: Shall assist Director in organization of major FVRR BOOSTER events including annual Winter Guard Competition(s), Monster Concert, and other major events; shall aid in printing out tickets, coordinating with Secretary for advertisement, coordinating food and other items for sale, etc. Reports to the PRESIDENT (or Co-Presidents).

ARTICLE XIV – MEETINGS

The General Membership Meetings of the FVRR BOOSTERS will be held monthly at Fountain Valley High School. The first meeting of each school year will be held in August on the first Tuesday of Band Camp at 7:00 pm. Subsequent meetings will be held on the second Tuesday at 7:00 pm from September to June unless otherwise indicated, and no fewer than eight times per year. The General Membership will not meet in December. Meetings will be conducted in accordance with the provisions of the most current edition of Robert's Rules of Order.

- a. **ANNUAL MEETING.** An annual meeting of members shall be held on the second Tuesday of April of each year at 7:00 pm, unless the EXEC BOARD fixes another date or time and so properly notifies FVRR BOOSTER Members. At this meeting, EXEC BOARD Officers shall be elected, and any other proper business may be transacted.
- b. **ANNUAL BUDGET MEETING.** An annual BUDGET meeting of the Director and members of the EXEC BOARD shall be held in April of each year. Subsequently on the second Tuesday of May of each year at 7:00 pm, unless the EXEC BOARD fixes another date or time and so properly notifies FVRR BOOSTERS Members, this ANNUAL BUDGET will be presented to FVRR BOOSTERS Members for approval, and any other proper business may be transacted.
- c. The President (or Co-Presidents) may call for a transitional executive board meeting in June for incoming and outgoing board members.
- d. **SPECIAL MEETINGS:**
 1. A special meeting of the FVRR BOOSTERS Association Members for any lawful purpose may be called at any time by the EXEC BOARD, or the President (or Co-Presidents), or by 10 or more Members of the Association.
 2. A special meeting shall be called by written request, e-mail, or telephone, specifying the general nature of the business proposed to be transacted, and submitted to the EXEC BOARD. The Board Member receiving the request shall cause notice to be given promptly to the Members entitled to vote, stating that a meeting will be held at a specified time and date.
 3. No business other than the business, the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.
 4. Whenever FVRR BOOSTER Association Members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given to each member entitled to vote at that meeting, in accordance with this section of these By-Laws. The notice shall specify the place, date, and hour for the meeting and (1) for a special meeting, the general nature of the business transaction, and no other business may be transacted, or (2) for the Annual Meeting, those matters

that the EXEC BOARD, at the time notice is given, intends to present for action by the Members. The notice of any meeting at which Officers are to be elected shall include the names of all persons who are nominees when notice is given.

5. Approval by the Members of any of the following proposals, other than by unanimous approval by those entitled to vote, is valid only if the advance notice states the general nature of the proposal or proposals.
6. Removing an Officer without cause.
7. Filling vacancies on the EXEC BOARD.
8. Amending the Articles of Association.
9. Electing to dissolve the Association.
10. Notice of any meeting of Members shall be in writing, email or by telephone to all FVRR Booster Members who are entitled to vote.
11. A simple majority of those in attendance shall constitute a quorum for the transaction of business at any meeting of Members.

ARTICLE XV – INDEMNIFICATION

Liability: To the full extent that the California Nonprofit Association Law, as hereafter amended, and other applicable laws, permit elimination or limitation of the liability of Officers and members, no Officer or Member shall be personally liable for monetary damages as such for any action, or failure to take any action, or any item of damage or cost, either contractual or tortuous, caused by the Association, its Officers or Members. Any amendment or repeal of this Section 8.01(a) which has the effect of increasing Officer or Member liability shall operate prospectively only, and shall not affect any action taken, or any failure to act, prior to its adoption.

Rights of Indemnity: To the full extent permitted by law, this Association shall indemnify its Officers, Members and agents, including persons formerly occupying any such position, against all damages, expenses, judgments, fines, attorney's contributions, settlements and other amounts actually and reasonably incurred in connection with any proceeding, whether or not resulting in the filing or conclusion of a lawsuit, trial, settlement, or arbitration, and including an action by or in the right of the Association, by reason of the fact that such person is or was associated with this Association. The right to, and procedure for, indemnification shall be made in accordance with Section 5238 of the California Corporations Code, or its successor.

Approval of Indemnity: Upon written request to the Board by any person seeking indemnification, the Board shall promptly determine whether the person seeking indemnification acted in good faith and in a manner such person believed was in the best interests of the Association, and with such care, included reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The requirements and limitations of Section 5233 of the California Corporations Code shall apply to the approval of any indemnity if the Board cannot authorize indemnification because the number of the officers who are parties to the proceeding with respect to which indemnification is sought is such as to prevent the formation of a quorum who are not parties to the proceeding, the Board or the attorney or other person rendering services in connection with the defense shall apply to the court in which such proceeding is or was pending to determine whether the application standard of conduct set forth in this section has been met.

Advancement of Expenses: To the full extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these By-Laws in defending any proceeding covered by these Bylaws shall be advanced by the Association prior to the final disposition of the proceeding upon receipt by the Association as undertaking by or on the behalf of such person that the advance will be repaid unless it is ultimately determined that such person is entitled to be indemnified by the Association therefore.

ARTICLE XVI – INSURANCE

The Association shall purchase and maintain insurance to the full extent permitted by law on behalf of its Officers and other agents of the Association, as well as any requirements specified by Huntington Beach Unified School

District, against any liability asserted against or incurred by an Officer, or agent in such capacity or arising out of the Officer's or agent's status as such.

ARTICLE XVII – ADVISORS

All members of the Instrumental Music Department Faculty are considered advisors and ex-officio and non-voting members to the FVRR BOOSTERS. Advisors shall see that the FVRR BOOSTERS' activities are conducted in accordance with Fountain Valley High School Policies and Official Student Code of Conduct.

ARTICLE XVIII – AMENDMENTS TO BY-LAWS

Additions to or amendments of the By-Laws must be presented in writing to the General Membership one month prior to being voted on by the General Membership. Any changes to the By-Laws must have the approval of two-thirds of the membership in attendance at the General Membership Meeting to become effective. The By-Laws will be reviewed annually by the By-Law-Review Committee. The By-Law Review Committee, chaired by the Parliamentarian, will be appointed by the EXEC BOARD between the January & February EXEC BOARD Meeting and shall consist of at least three EXEC BOARD members and the Secretary. Amendments will be presented to General Membership at the Booster meeting in March, voted on at the Booster meeting in April, and posted to the FVRR Website in June.

ARTICLE XIX – DISSOLUTION

The property of the Fountain Valley High School Royal Regiment Booster Association is irrevocably dedicated to charitable and education purposes and no part of the net income or assets of this organization shall ever directly benefit any director, officer, or member thereof or to the benefit of any private persons. Upon dissolution of the Association by its members and EXEC BOARD, its assets remaining after payment, or provision for payment of, all debts and liabilities of this Association, shall be distributed to the Fountain Valley High School Instrumental Music Department; if it is then in existence and exempt under Section 501(c)(3) ; but if not then in existence or exempt, to another Fountain Valley High School organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. Proposed: Adopted March 2003.

ARTICLE XX – GOVERNANCE

The FVRR BOOSTER shall be governed by the current Roberts' Rules of Order subject to any special rules which have been or will be adopted by the FVRR BOOSTER.

MAINTENANCE OF RECORDS

The Secretary of the Association shall see that a true and correct copy of all amendments of the bylaws, duly certified by the Secretary, is attached to the official By-Laws of the Association and is maintained with the official records of the Association at the principal office of the Association.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Recording Secretary of the Fountain Valley High School Royal Regiment Booster Association, a California Nonprofit Association, and the By-Laws attached to this Certificate are the Bylaws of this Association as adopted at a meeting of the Board held.

Adopted:_____, _____, 2023

*By-Laws last approved June 13, 2023
Revised June 26, 2023*