

**Constitution of the
Diamond Ranch High
School
Boosters Association,
Incorporated**

Article I. Title

The name of this organization shall be the Diamond Ranch High School Boosters Association, Incorporated, hereafter referred to as the Association.

Article II. Statement of Purpose

The purpose of the Association is to provide moral, logistical and financial support to the music department of Diamond Ranch High School. The Association shall be operated as a not-for-profit organization consistent with the requirements of Section 501(c)(3) of the Internal Revenue Code.

Article III. Membership

Section 1. Membership in the Association shall be open to any and all parents or guardians of students involved in one or more of the Diamond Ranch High School Music programs, hereafter referred to as the Programs.

Section 2. Membership alone confers eligibility to hold Executive Board and other positions of responsibility with the Association.

Section 3. Membership entitles one vote per member at General Meetings of the Association.

Article IV. Officers

Section 1. The elected officers of the Association shall be President, Secretary and Treasurer.

Section 2. The office of Band Director is non-elective and shall automatically be held by the Diamond Ranch High School School Band Director, who is hired by the Pomona Unified School District and who determines policies and performances of the Programs.

Article V. Executive Board

The Executive Board shall consist of the Officers of the Association plus four members of the Association appointed by the President who shall serve as Executive Board Directors. The Directors shall be responsible for:

- A) Operations and Transportation;
- B) Student Activities;
- C) Public Relations;
- D) Finance.

Article VI. By-Laws

The Officers, Executive Board Directors, and all appointed subordinate positions shall be bound by the duties and responsibilities specified in the By-Laws of the Association.

Article VII. Modification

A three-fourths majority of the members present at a duly constituted General Meeting is required to accept proposed changes to the Constitution.

Article VIII. Ratification

This constitution was ratified by a three-fourths majority of the Association at the duly constituted General Meeting held on _____.

Signed: _____
Association President

**By-Laws of the
Diamond Ranch High
School
Boosters Association,
Incorporated**

Article I. Calendar and General Meetings

Section 1. Calendar year for the Association shall be from January 1 through December 31.

Section 2. General Meetings will be held each month:

Other General Meetings may be called as deemed necessary by the Executive Board.

Section 3. A quorum at General Meetings shall consist of ten percent of the membership of the Association.

Article II. Election of Officers

Section 1. A Nominating Committee consisting of three members shall be appointed by the President prior to the December General Meeting.

Section 2. The Nominating Committee shall present a slate of Officer candidates, consisting of at least one member for each elected office, at the December General Meeting. The Committee shall obtain each nominee's consent to run for office prior to presentation of the slate.

Section 3. All elected Officers shall be chosen by ballot of the membership from the slate of candidates presented by the Nominating Committee at the December General meeting. When there is but one candidate for an office, it shall be in order to move that the Secretary cast the

elective ballot of the Association for the nominee. In the event of but one candidate for the office of Secretary, it shall be in order to move that the First Vice-President cast the elective ballot of the Association for the nominee.

Section 4. Term of office for all elected Officers shall be one year, commencing on January 1, subject to re-election.

Section 5. Parents of current members or past members of the Diamond Ranch Instrumental Music Department may hold office.

Section 6. Only one Parent per household may hold an executive position during any given time.

Article III. Appointment of Executive Board Directors

Section 1. The Executive Board Directors are appointed by and serve at the discretion of the President.

Section 2. The Executive Board Directors and all appointed subordinate positions shall hold office for one year, subject to re-appointment by the President.

Article IV. Duties of the Executive Board

Section 1. Primary Duties

The Executive board shall:

- A) be responsible to the Membership of the Association for the planning, funding, direction and execution of the programs, events and activities supported by the Association;
- B) be responsible to Diamond Ranch High School and the community for quality programs;
- C) recognize membership contributions;

D) determine student fees and level of financial support from the Association.

Section 2. Primary Duties of Board Directors

The Executive Board Directors shall:

- A) recommend qualified Association members as chairpersons to the President for their assigned committees;
- B) direct and coordinate the activities of their assigned committees;
- C) provide liaison between their assigned committees and the Executive Board.

Section 3. Policies and Procedures

Subsection A. Meetings

Executive Board meetings are to be held monthly as mutually agreed upon by the Board members. A special meeting of the Board may be convened at the request of the President or 1/3 of the Board members. Board members must be notified of said meeting by telephone, text or email. For the purpose of voting, a quorum must be present, consisting of one more than one half of all board positions represented.

At Board meetings, each individual Board member may cast a vote. However, at the request of any single Board member, a roll call vote will be held. For the roll call vote, each Board position may cast a single vote. In cases where more than one person holds a position and they cannot agree on a vote, that position's vote will be counted as an abstention.

Subsection B. Records

The Executive Board shall maintain a book of Policies and Procedures, which documents important decisions and directions. It shall be available for

review by the members of the Association. Each policy letter shall be marked with the date it was reviewed and accepted by the Executive Board, and shall be signed by the President.

Section 4. Duties of the President

The President shall:

- A) preside at all Board Meetings;
- B) be an ex-officio member of all standing committees and may appoint special Committees as required;
- C) require the Executive Board and all committees adhere to the annual budget, which is approved at the January Executive Board Meeting;
- D) assure proposed expenditures which are not included in the approved budget are brought to the Executive Board;
- E) appoint qualified members of the Association to Executive Board Director, committee chairpersons and positions of responsibility;
- F) communicate with other outside organizations and individuals;
- G) authorize use of the phone committee.

Section 5. Duties of the First Vice-President

The Vice President shall:

- A) in the absence of the President, perform the President's duties;
- B) be responsible for planning and executing programs for each General Meeting, the annual Awards Night, and any other special events requested by the President;
- C) assist in the execution of the President's duties and responsibilities;
- D) act in an advisory capacity to the Executive Board and all committees;
- E) establish policies and procedures for all band performances;

- F) provide direction and information on events sponsored by the Association;
- G) provide liaison to the Diamond Ranch High School administration;
- H) reserve Diamond Ranch High School facilities as required for Association events;
- I) coordinate all school-provided transportation.

Section 7. Duties of the Secretary

The Secretary shall:

- A) keep and preserve accurate records of all General and Executive Board Meetings;
- B) keep and preserve the book of the Constitution, By-Laws and Policies and Procedures;
- C) keep and preserve letters and other official communications;
- D) keep and preserve all completed member information forms.

Section 8. Duties of the Treasurer

The Treasurer shall:

- A) keep an accurate and detailed account, in the Treasurer's permanent book, of all moneys received and paid out;
- B) submit a statement at General Meetings which includes the total balance on hand at the beginning of the period covered by the report, with separate amounts credited to the General Fund and Special Funds;
- C) deposit all moneys to the Panther Pride Association at business and general meetings in the name of the Diamond Ranch High School Boosters Association, Inc., Treasurer;
- D) pay by check all bills authorized by the Association in the manner prescribed;

- E) preserve all vouchers, receipts, bank statements, and canceled checks;
- F) submit all records to the Budget Advisor as requested;
- G) recommend and execute, with Executive Board approval, long term investment of Special Funds;
- H) present the budget at the February General Meeting,
- J) provide verification to the Statistician on all funds received involving student fees;
- J) serve as liaison for all insurance questions and provide answers/reports to the Association and insurance agent relative to liability and general coverage from current policies. Approve insurance premium for payment;
- K) meet in December with the President, Second Vice-President, Director of Finance and Budget Advisor to prepare the annual budget. The new budget is presented for approval to the Executive Board in January. It is then presented to the membership at the General Meeting in February.

Subsection A. Statistician

The Statistician shall:

- A) keep detailed records of each student's payments and sales;
- B) coordinate with the Treasurer on the production of student fee status reports;
- C) update records and student files after each fund raising event;
- D) provide each student with a detailed receipt indicating current status. This must be accomplished in a reasonable amount of time prior to the collection of donations for the various music programs.

Section 9. Duties of the Director of Operations and Transportation

The Director of Operations and Transportation shall:

- A) recruit and schedule qualified drivers to operate the Association's equipment trailer;
- B) coordinate repair and maintenance activities on Association equipment;
- C) oversee Loading Crew support activities;
- D) make all necessary arrangements for staff, student and chaperone lodging that may be required to support Music Department activities;
- E) assure all logistic support for Music Department travel;
- F) provide coordination for parent travel;
- G) recruit and oversee the Student Trip Coordinator.

Subsection A. Student Trip Coordinator

The Student Trip Coordinator shall oversee and enlist the aid of others to:

- A) coordinate with the Second Vice-President on trip scheduling and required accommodations;
- B) ensure a Trip Coordinator is named for each trip and travels with the band;
- C) plan and arrange for all staff, student, and chaperone meals and snacks which may be required to support activities;
- D) coordinate arrangements to obtain food, snacks and beverages from students' families to be used to supplement purchased meals;
- E) coordinate vendor payments with the Treasurer and Head Chaperone to ensure vendors are paid and meal costs stay within approved budgets.

Section 10. Duties of the Director of Student Activities

The Director of Student Activities shall direct and coordinate the activities of the:

- A) Uniform Coordinator;
- B) Captain Coordinator;
- C) Scholarship Committee;
- D) Nurse;
- E) Student Refreshment Committee;
- F) Band Camp Coordinator;
- G) Chaperone Coordinator;
- H) Rookie Liaison;
- I) Winter Guard Advisor;
- J) Color Guard Advisor;
- K) Winter Percussion Advisor;
- L) Senior Student Event Liaison.

Subsection A. Uniform Coordinator

The Uniform Coordinator shall:

- 1) coordinate with the Band Director to properly uniform each student;
- 2) plan and coordinate the upkeep of the student uniforms;
- 3) maintain an inventory of all uniform items and parts;
- 4) make recommendations to the Executive Board on the purchase of new and replacement uniforms or components;
- 5) assure students are appropriately dressed for events;
- 6) coordinate uniform issues with the Color Guard Advisor.

Subsection B. Captain Coordinator

The Captain Coordinator shall:

- 1) keep an updated list of student sales areas;
- 2) assign students to sales areas as requested by sales event Chairpersons;
- 3) maintain and update the donors and addresses used in conjunction with silent auction sales events.

Subsection C. Scholarship Committee

The Scholarship Committee is responsible for screening and selecting

candidates for all major scholarships offered by the Association, other than summer camp and private lesson scholarships which are selected by the Band Director.

Subsection D. Nurse

The Nurse shall:

- 1) provide instruction on proper nutrition for activities;
- 2) provide first aid assistance for students and staff at band camp, football parades, competitions, games, and other events as requested by the President;
- 3) maintain a file of Diamond Ranch High School Medical Release forms for each student;
- 4) advise the Vice President and Chaperone Coordinator on pertinent health issues related to prevailing conditions at band activities. No information will be passed to any party which may violate HIPPA federal regulations.

Subsection E. Student Refreshment Committee

The Student Refreshment Committee shall provide refreshments at Band performances, band camp, and other events as requested by the President or Vice-President.

Subsection F. Band Camp Coordinator

The Band Camp Coordinator is responsible for all planning and coordination of all logistical support for summer band camp. Band scheduling is provided by the Band Director. The Band Camp Coordinator will be the liaison with the coaching personnel including all services and scheduling.

Subsection G. Chaperone Coordinator

The Chaperone Coordinator shall

schedule chaperones for:

- 1) all away events;
- 2) other band events as requested by the Band Director or President.

Subsection H. Rookie Liaison

The Rookie Liaison is responsible for assigning a veteran family to each rookie family to help ease the transition into the Association and band activities.

Subsection I. Winter Guard Advisor

The Winter Guard Advisor shall assist the Winter Guard Director and Band Director by:

- 1) providing consultation on personal issues involving the Winter Guard;
- 2) coordinate with the Winter Guard Director and the Uniform Coordinator to properly uniform each student;
- 3) plan and coordinate the upkeep of the Winter Guard uniforms;
- 4) maintain an inventory of all Winter Guard uniform items;
- 5) make recommendations to the Executive Board on the purchase of new and replacement uniforms;
- 6) assure students are appropriately dressed for Winter Guard events;
- 7) assisting with the planning and logistics for Winter Guard trips and events.

Subsection J. Color Guard Advisor

The Color Guard Advisor shall assist the Color Guard Director and Band Director by:

- 1) providing consultation on personal issues involving the Color Guard;
- 2) coordinate with the Color Guard Director and the Uniform Coordinator to properly uniform each student;
- 3) plan and coordinate the upkeep of the Color Guard uniforms;
- 4) maintain an inventory of all Color Guard uniform items;

- 5) make recommendations to the Executive Board on the purchase of new and replacement uniforms;
- 6) assure students are appropriately dressed for Color Guard events.

Subsection K. Winter Percussion Advisor

The Winter Percussion advisor shall assist the Winter Percussion Director and Band Director by:

- 1) coordinating communication about Winter Percussion activities;
- 2) assisting with the Winter Percussion uniforms;
- 3) assisting with the planning and logistics for Winter Percussion trips and events.

Subsection L. Senior Student Events Liaison

The Senior Student Events Liaison shall:

- 1) coordinate Senior student activities in conjunction with the Vice-President, Executive Board and Treasurer for dates, budgets and priorities;
- 2) coordinate events such as: the Senior Dinner at Band Camp with possible inclusion of Senior photos, flowers for Seniors and their parents at the Senior Night football game, flowers for all Seniors at the last competition and the Spring Concert.

Section 11. Duties of the Director of Public Relations

The Director of Public Relations shall direct and coordinate the activities of the:

- A) Publicity Coordinator;
- B) Newsletter Coordinator;
- C) Historian;
- D) Mailing Specialist;
- E) Parent Activities;
- F) Video Taping Coordinator;
- G) Telephone Coordinator;

- H) Communications Coordinator;
- I) Picture Coordinator;
- K) Web Site Coordinator.

Subsection A. Publicity Coordinator

The Publicity Coordinator shall:

- 1) promote good relations between the community, students, school system and the Association;
- 2) promote and publicize the programs, meetings and other activities of public interest;
- 3) serve as primary point of contact for media activities.

Subsection B. Newsletter Coordinator

The Newsletter Coordinator shall:

- 1) compile newsletter information;
- 2) layout, produce and distribute the newsletter to all members and interested individuals by the first week of the month;

Subsection C. Historian

The Historian shall:

- 1) keep a record of all important events pertaining to the Diamond Ranch High School Programs and Boosters in the Historian's Book, including, but not limited to, pictures, other media, programs, news articles;
- 2) assure all events are photographically recorded.

Subsection D. Mailing Specialist

The Mailing Specialist shall be responsible for all bulk mailings sent out by the Association.

Subsection E. Parent Activities Committee

Parent Activities Committee members shall plan and coordinate parent events in conjunction with Band activities as identified by the Executive Board:

- 1) plan for and provide refreshments at Association meetings and other

- activities identified by the Executive Board under the duties of Hospitality;
- 2) plan for and execute parent social events at the request of the President;
- 3) coordinate block ticket purchases for competition events;
- 4) arrange for parent bus transportation and lodging at away competition events when requested.

Subsection F. Video Taping Coordinator

The Video Taping Coordinator shall:

- 1) plan, coordinate, and implement the taping of Programs and Association activities;
- 2) produce a summary video tape of the previous year's events at the annual Awards Night.

Subsection G. Telephone Coordinator

The Telephone Coordinator shall implement a calling pyramid for rapidly passing information to all affected students and Association members as initiated by the President.

Subsection H. Communications Coordinator

The Communications Coordinator shall produce and disseminate notes and information letters to the students and members at the request of the Executive Board.

Subsection I. Picture Coordinator

The Picture Coordinator is in charge of setting up and coordinating the program photos for concert programs, senior acknowledgements, personal button pictures, and individual photos with the Vice-President and Uniform Coordinator.

Subsection J. Web Site Coordinator

The Web Site Coordinator shall:

- 1) act as webmaster or work with others acting as webmaster on design and day-to-day maintenance of the Diamond Ranch High School Music Department web site;
- 2) coordinate web site offerings and information with Officers of the Association.

Section 12. Duties of the Director of Finance

The Director of Finance shall be responsible for:

- A) planning and coordinating fund raising activities to implement requirements of the budget;
- B) coordinate subcommittees for all standing and special fund raising events;
- C) assess the opportunities for new fund raising programs;
- D) direct and coordinate the activities of the

1) Budget Advisor

2) Sales Event Chairperson

Subsection A. Duties of the Budget Advisor

The Budget Advisor shall:

- A) perform an audit of the Treasurer's book at the close of the calendar year;
- B) provide a report of the audit at the February Executive Board Meeting;
- C) provide the Treasurer advice on fiscal and accounting matters.

Subsection B. Duties of the Sales Event Chairpersons

Each sales event chairperson shall:

- A) plan and execute the sales event/s;
- B) bear full responsibility for the proper control and accounting of all funds expended and received during the event/s.

Article V.
Modification of the By-Laws

**Section 1. Ordinary
Modification**

Ordinary proposals to change the By-Laws must be approved by the Executive Board prior to presentation to the Membership at a General Meeting. Passage of an Ordinary Modification proposal requires a simple majority of the voting members present.

**Section 2. Extraordinary
Modification**

Extraordinary proposals to change the By-Laws may be presented to the Membership at a General Meeting without prior approval of the Executive Board. Passage of an Extraordinary Modification proposal requires a three-fourths majority of the voting members present.

Article VI - Dissolution

In the event of dissolution, the assets of the Association shall be distributed for purposes consistent with the tax-exempt requirements of Section 501 (c)(3) of the Internal Revenue Code.

Article VII - Ratification

These By-Laws were ratified in General Meeting held on _____ .

Signed: _____

Association President