

**Great Oak High School
Sprit of Great Oak Band & Guard
Booster Parent Support Group**

**Bylaws
September 2013**

Article I – Name

The name of this organization shall be the Great Oak High School Band Booster Parent Support Group (after this called the "Band PSG"). The purpose of this document is to define the governance and financial oversight of the Band Program and shall include all musicians and auxiliary members (Color Guard) of the Great Oak High School Instrumental Music Program.

Article II – Purpose

The purpose of the Band PSG shall be to aid, assist and support the Instrumental Music Program at Great Oak High School and the Director of Instrumental Music.

The Band PSG shall exist to promote and encourage student musical excellence, teamwork and cooperation, in an environment of mutual respect and dignity in all activities including performances, competitions and social functions.

The Band PSG will work in concert with the Temecula Valley Unified School District and the Band Director(s), to develop the foundation for which the band program at Great Oak High School maintains its community prominence.

The Band PSG will build and maintain an organization of parents that will assist with the general activities of the high school band programs.

Article III – Policies

This organization shall be an integral part of the Great Oak High School Great Oak Academic Leadership Society (GOALS) and will work cooperatively with them. The contributions by the Band PSG of time, goods, services, and/or finances to the Band is intended to augment the program, and not to serve as a substitute for the legal financial obligations of the State of California, the County of Riverside, or the Temecula Valley Unified School District. The Band PSG shall be non-sectarian and non-partisan. It shall endorse no political candidate.

Article IV – Membership

The Band PSG recognizes two classes of membership:

- a) Active** – Active members have voting privileges (one vote per family), may be elected office holders & appointed committee members and must be a parent or guardian of a student in the Band program to maintain active status. To be in good standing with all rights and privileges as an Active membership a member must have filled out a membership form.

- b) Honorary & Alumni** – Honorary & Alumni membership may be granted by the Executive Committee to anyone who has rendered notable service to the Band PSG. Honorary & Alumni Members are non-voting members and may hold an appointed chair position or assist with a committee.

Article V – Organization

The Executive Committee of this organization shall consist of these positions described in detail in this section: Band Director, President, Vice-President of Programs, Vice-President of Events, Vice President of Fundraising, Secretary, Treasurer, Auditor and Advisor (outgoing President). These positions will be voted in by a majority of the Band PSG Membership attending the meeting when the elections are held.

Board Members of this organization shall consist of the Executive Committee members and the following positions appointed by the Executive Committee. These positions shall be defined to meet the current needs of the organization. Following is a list of recommended positions:

Coordinators leading:

- Hospitality – Marching Band, Special Events, Hosted Competitions
- Marching Band Chaperone
- Color Guard
- Winter Drum Line
- Winter Front Ensemble
- Equipment Manager and assistant
- Jazz Ensemble
- Media Representative
- Parent Representative for Each Graduating Year – 2014, 2015, 2016, 2017
- Parent Liaison Incoming Freshmen
- Symphonic Band
- Telephone Tree
- Uniforms
- Volunteers
- Website
- Scrip
- Recycling
- Historian
- Concessions

The term of any elected office position is for one year. Elected Executive Committee Members are encouraged to serve for not less than two years, by running for the office in subsequent years.

The Executive Committee Members shall fill any vacancy that occurs during the term of office of the appointed Board Members by a majority vote. Executive Committee vacancies will be filled by a majority vote of the attending Band PSG membership.

An Executive Committee Member or Board Member may be asked to resign from their position by the Executive Committee if they are not able to fulfill their duties or they are in conflict with the organization. This resignation can be asked for after a review of the conflict by the Executive Committee, and/or by recommendation by the Band Director, and decided on by a majority vote of the Executive Committee.

The Executive Committee will select a nominating committee consisting of one to three people in March. The nominating committee shall not include any member running for an elected position of the Executive Committee. The nominating committee will solicit members who may be interested in running for any elected office. The nominating committee will submit a slate of candidates for offices at the April meeting to be voted upon at that meeting. Nominations shall be permitted from the floor. Before a name is placed in nomination, the consent of each candidate shall be obtained. Without said consent, a candidate will not be considered. Elections shall be by written ballot. If there is only one candidate for any office, the vote for that office may be decided by voice vote. The nominating committee will recommend a list of potential members for appointed positions to the newly elected Executive Committee. Newly elected officers and appointed members will shadow and attend meetings with the existing Executive Committee Member in May and assume their responsibilities on June 1st.

Article VI – Duties of Officers, Representatives and Committee Chairs

EXECUTIVE COMMITTEE – ELECTED POSITIONS

PRESIDENT – Oversees all functions of the Executive Committee, manages board meetings, all parent meetings and budget meetings. The President shall also delegate responsibilities to the appropriate Executive Committee Member to carry out. The President shall be the direct liaison to the Band Director and enforce Bylaws when necessary. The President shall also oversee: Hosted Competitions Coordinator(s) and Website Coordinator. The President shall attend GOALS meetings and report back to the Executive Members and the Board Members. If the President is unable to attend the GOALS meeting he or she shall appoint one of the Executive Members to take his or her place.

ADVISOR – The previous year Board President will hold this position by default. The duty of this position is to help transition the incoming President and assist with any committee. This is not an elected position.

VICE PRESIDENT of Programs – This position shall act as an aide to the President, and in the absence of the president, shall perform the duties of the President. The Vice President of Programs shall oversee: Concert Rep, Drum Line Rep, Guard Rep, Jazz Band Rep, Media Rep and the Parent Liaison 9th Grade, and Parent Liaison for each class.

VICE PRESIDENT of Events – This position oversees & coordinates meetings for all events, excluding those overseen by the President, as well as oversees Uniform Manager, Equipment Manager, Assistant Equipment Manager, CO-Volunteer Coordinator, Head Chaperone and Hospitality Coordinator. He or she is responsible for carrying out the needs of the Band Director in coordinating event logistics, with the Board members, to include ensuring all aspects of traveling are taken care of before traveling, relaying information back to the Executive Committee and the Board.

VICE PRESIDENT of Fundraising– He or she shall coordinate all fund-raising events for parents and student members. He or she oversees all approved fundraising and works with other volunteers as needed. He or she prepares and submits GOALS forms for all approved events and then submits them to Goals for approval. He or she tracks and helps to insure GOALS approval and coordinates with the Band Director for available dates for each of the fundraisers. Duties also include presenting all fundraising ideas to the Executive Committee/Board members for approval. Responsibilities include working with fundraising assistants to organize information to be presented at any of the scheduled meetings.

SECRETARY – Records the minutes for all Board meetings, as well as any meeting where meetings would need to be taken and post them to the website. The Secretary shall inform the Executive Committee and Parent Members on a variety of information through emails and publication of pertinent information. The Secretary shall keep all board and general parent meeting minutes, member contracts, permission slips, addresses and contact information for each participating band student.

TREASURER – Assist with the collection of all donations and payments for optional items such as SPIRIT apparel, from the general membership. The Treasurer shall keep records of all incoming and outgoing funds via the most current and appropriate software and provide monthly financial statements to the Executive Committee, Board members and general membership. The Treasurer shall process any checks approved by the Executive Committee and Board members and work with GOALS for deposits and disbursement of funds. The Treasurer and one other Executive Committee member other than the Auditor shall be available to collect cash from all fundraisers, committee chairpersons, meetings and events where funds and or fees may be collected. Both parties present shall sign a record of the transaction. A copy of the transaction record shall be kept with the Treasurer. Accounting transactions shall be posted and a report produced and reconciled to the GOALS cash account each month. Such Reports shall be provided to the Board each month. Such reports will be made available to Active Band PSG members when requested.

AUDITOR – Collects all necessary information from the Treasurer to perform a quarterly review of the year to date financial reports. He or she monitors actual-to-budget variances in monthly financials, as a "check and balance" to the Board who approves funding. Auditor will make recommendations to the Executive Committee/Board as needed.

APPOINTED BOARD MEMBER POSITIONS

President oversees the following positions:

HOSTED COMPETITION COORIDINATORS – SPIRIT of Great Oak may be selected to host a variety of competitions each year. A list of examples: WGI Drum Line, SCPA Drum Line, MBOS Competition, SCSBOA Festival, etc. A coordinator will be selected for each competition on the schedule. The coordinator assists the Band Director and President in coordinating and running of the hosted competition. Duties include organizing committees for all aspects of running a successful competition as well as communicating with the outside organization contacts (i.e. SCPA, MBOS) and relaying all information to the Band Director and President. He or she will work with the Volunteer Coordinator to secure volunteers for any event.

WEBSITE COORIDINATOR – Assists Band Director and Executive Committee with updating the Band Website. Manages the relationship with domain name supplier.

Vice President of Programs oversees these positions:

APPAREL COORIDINATOR FOR FALL – Duties include coordinating with the Band Director for the design of all apparel, the collection of orders, ordering and distributing tour apparel for marching season (e.g. tour shirts, sweatshirts, tour bags, etc.). He or she would organize ordering Band parent apparel, organizing distribution of apparel not specific to Marching Season (e.g. The SPIRIT of Great Oak jackets, shirts, etc.) and organizing sales of apparel at any event during 1st semester. Such apparel purchases must be coordinated with the Treasurer and be made within budgeted funds available.

MEDIA REPRESENTATIVE – Assists Band Director, President and Vice President of Programs and any committee chairperson with media coverage and email blasts through the school Secretary. Duties also include submitting information to the school newspaper and GOHS Activities Director for displaying information on the school marquee as well as submitting information to local newspapers and to feeder school band directors to get information about our band events and coordinating with the Band Director for the newspaper interviews. The Band Director or the President prior to distribution shall approve all information.

SYMPONIC BAND REPRESENTATIVE – Assists the Band Director, President and Vice President of Programs to organize committees for securing travel arrangements for any group trips for the 2nd semester. Duties include maintaining all organization of contacts, permission slips, and contact with travel companies, transportation with all pertinent information to traveling.

COLOR GUARD REPRESENTATIVE – Coordinates with the Band Director and Color Guard Coaches on the development of Color Guard uniforms, flags, and props for the fall and winter guards. He or she would complete all Color Guard fittings for uniforms, and coordinates with the coaches and uniform companies to establish a budget for all of the items. He or she acts as liaison to the Vice President of Programs on Color Guard issues. Also coordinates with the Band Director, Coaches, and Treasurer to recommend a budget for the Color Guard. During the 2nd semester (Winter Guard season) he or she coordinates Parent Chaperones and roles associates with on and off campus performances, including (but not limited to): uniform, make-up, permission slips, student volunteers to assist with props and coordination from transportation to check-in and warm-up procedures at competitions. Assists in coordinating with the Band Director for the design of all apparel, the collection of orders, ordering and distributing tour apparel during Winter Guard season. Such apparel purchases must be coordinated with the Treasurer and be made within budgeted funds available.

DRUM LINE REPRESENTATIVE - Coordinates with the Band Director and Drum Line Coaches on the development of Winter Drum Line uniforms and props for the winter season. He or she would complete all Drum Line fittings for uniforms, and coordinates with the coaches and uniform companies to establish a budget for all of the items. He or she acts as liaison to the Vice President of Programs on Drum Line issues. Also coordinates with the Band Director, Coaches, and Treasurer to recommend a budget for the Drum Line. During the 2nd semester (Winter Drum Line season) he or she coordinates Parent Chaperones and roles associates with on and off campus performances, including (but not limited to): uniform, make-up, permission slips, student volunteers to assist with props and coordination from transportation to check-in and warm-up procedures at competitions. Assists in coordinating with the Band Director for the design of all apparel, the collection of orders, ordering and distributing tour apparel during Winter Drum Line season. Such apparel purchases must be coordinated with the Treasurer and be made within budgeted funds available.

JAZZ BAND REPRESENTATIVE – He or she coordinates all parent chaperones and students for Jazz Ensemble performances on and off campus. He or she works with the Band Director to coordinate instrument, equipment, uniform, and transportation needs. He or she acts as liaison to the Vice President of Programs on Jazz Band issues. He or she coordinates with the Band Director, Coaches, and Treasurer to recommend a budget for the Jazz Band.

PARENT LIAISON FOR EACH GRADE – Shall provide a contact for parents for information requests and assistance. He or she will offer ideas and next steps for parents related to band booster functions. The Liaisons will promote the need for parents to maintain contact with the Band Director, but can help parents with questions. Problems related to Band PSG functions will be directed to the President. Each grade will have a parent liaison. The freshman class will

have 2 liaisons – one an experienced member of the Booster group and the second a parent from the freshman class.

PHONE TREE COORIDINATOR – The Phone Tree Coordinator shall organize and coordinate volunteers to make all phone calls to the members with important information such as: dates and times of general membership meetings, reminder calls of upcoming events, asking for donations and any other pertinent information regarding band functions. He or she shall work with the Executive Committee and Board for phone calling needs.

Vice President of Events oversees these positions:

VOLUNTEER COORIDINATOR – Coordinates with the Band Director and Vice President of Events for organization with other chairpersons associated with traveling. Duties include establishing sign-up sheets for parent chaperones for off campus travel, coordinating with chairpersons of any event to establish volunteer needs and obtain parent volunteer sign-ups, arranging for calls to be made to parent volunteers to confirm their shift and role 1 -2 weeks prior to the competition, forwarding the list of the chaperones to the Website Coordinator to post to the website prior to any volunteering event, passing the list of chaperones off to the Head Chaperone before each travel event, working with the event chairpersons to see how many volunteers are needed.

EQUIPMENT MANAGER – Coordinates with the Band Director and Vice President of Events for logistics, travel, parking, equipment on and off the competitive field, and loading and unloading. Facilitates the movement of the equipment, but is not responsible for the physical loading and unloading. Assists in the pulling of the large GOHS Band Trailer(s) or makes sure that this responsibility is passed off to another responsible adult that has a vehicle capable of towing the large trailer. He or she shall take the large trailer(s) to a qualified service center for maintenance once at the beginning of the school year. Duties include overseeing the unloading and loading of the equipment from the trailers, making sure that all rolling parts of the equipment are in working order, coordinating with the Assistant Equipment Manager with placement of all equipment to be transported and securing any additional means of transportation for any additional equipment (e.g. U-Haul, moving trucks and /or trailers). All expenses (e.g. Gas) shall be reimbursed.

ASSISTANT EQUIPMENT MANAGER – Assists the Equipment Manager with any duties associated with the towing and maintaining of the equipment. Duties could include towing a GOHS Band Trailer. All expenses (e.g. Gas) shall be reimbursed.

UNIFORM MANAGER – Coordinates with the Band Director and Vice President of Events the fitting of uniforms and develops procedures and instructions for uniform cleaning. Also coordinates uniform distribution to the students. He or she recommends to the Band Director and Board new and additional items necessary for incoming freshman and student membership. He or she would also be responsible for forming a committee group to help with uniform activities such as: fitting, professional cleaning, repairs, distribution and collection after the end of the season. The Uniform Manager shall also coordinate with the Color Guard Representative for the distribution and collection of the Color Guard uniforms and equipment during the Fall and Winter seasons.

HEAD CHAPERONE – Coordinates with Band Director and Vice President of Events to determine the number of chaperones needed for each Fall Marching Band event and relays this information to the Volunteer Coordinator. He or she oversees volunteers for events including timing, roles and responsibilities specific to each chaperone. He or she shall establish a procedure for parent chaperones to check-in each student to their respective bus and provides a means for parents to check their students out following competitions (with written permission). He or she shall ensure that a copy of the permission slips accompany the students on all trips and coordinates student phone calls home 15 minutes prior to arrival at GOHS while on field trips.

GENERAL HOSPITALITY COORDINATOR – Coordinates with the Band Director and Vice President of Events to plan and implement hospitality for students and volunteers during football games and at home and away competitions. He or she can oversee committees to organize and carry out these hospitality duties. He or she shall coordinate with the Executive Committee / Board to get an approved budget for the expenditures for each event and will be reimbursed within the approved budget.

SPECIAL EVENTS HOSPITALITY COORDINATOR – Coordinates with the Band Director, Vice President of Events and chairperson of any event to plan and implement hospitality for volunteers, judges, directors and coaches. He or she coordinates hospitality rooms associated with competitions and festivals hosted at GOHS. He or she can oversee committees to organize and carry out these hospitality duties. He or she shall coordinate with the Executive Committee

/ Board to get an approved budget for the expenditures for each event and will be reimbursed within the approved budget.

Article VII – Meetings

Regular meetings shall be held as needed with notice being given to the membership by the Secretary by e-mail, telephone call or listing on the Band website. No less than two general membership and information meetings will be held each school year. The first meeting will be held at the beginning of each program year for the purpose of orienting new and returning members to the Band program. The second meeting will be held in the month of April for the purpose of elections, reporting to the membership, other appropriate business, approval of the subsequent year budget and the proposed fundraising for the following school year. A majority of voting members present at any duly called meeting of the organization shall constitute a quorum. Meetings for the Active Members of the Band PSG will be held as often as necessary to keep members informed of the programs progress and to report the expenditures of collected funds.

Article VIII – Financial Administration

Financial support of the band program is generated from two sources: voluntary donations and fundraising. Students are entitled to participate in all aspects of the program and related activities regardless of whether the student / parent makes a donation to support the program. No student's performance evaluation will be affected by a donation or a decision not to donate to the program. The approximate cost of one student to participate in the program can and should be communicated to the students and families. The budget income plan should be communicated to the student and families and updated throughout the year.

All proposed fundraising activities shall be reviewed and approved by the Executive Committee / Board and submitted to GOALS for approval prior to the presentation to the membership at a regular meeting. The proceeds from all fundraising activities shall be used only for the purposes approved by the Executive Committee / Board. Prior to the first meeting of the organization in the fall, the Executive Committee / Board will prepare and approve a budget. The budget will be presented at the first meeting for adoption by the Active Membership. After adoption of the budget, the treasurer shall be authorized to expend monies (within budgeted parameters) as necessary to implement the purposes of the budget. The President, Vice President of Programs and Treasurer of the Band PSG shall be authorized to submit forms to GOALS for the expenditure of funds. Requests for checks must have the authorization of the Treasurer before the request is granted by GOALS. The budget may be amended by a majority of those present at a meeting of the Active Membership. Monies in the general fund will be carried over as an operating reserve for the subsequent year's program. Should the organization not continue, the Executive Committee / Board shall meet to determine distribution of any remaining funds.

Article IX – Parliamentary Authority

Robert's Rules of Order – Newly Revised shall govern all proceedings of this organization in matters not covered by these bylaws.

Article X – Amendments

These bylaws may be amended by a majority of the Active Members present at a meeting of the Active Membership, provided the proposed amendment has been presented to members at the previous meeting. All Active Members will be provided, at least, two weeks notice prior to any such meeting.

The Bylaws were approved by the general membership meeting of the GREAT OAK HIGH SCHOOL BAND BOOSTER PARENT SUPPORT GROUP (PSG) and became effective on _____.
The bylaws will be published and be available on the PSG website: www.greatoakbandbooster.org.

Ann Shaw, President

Shannon Winters-McCarthy, Secretary

Jerry Burdick-Rutz, Band Director