



# KAISER HIGH SCHOOL BAND AND COLOR GUARD AND BOOSTERS

11155 Almond Avenue, Fontana CA 92337

## Kaiser High School Catamount Pride Band and Color Guard Booster Club

### BYLAWS

#### ARTICLE 1- NAME

The name of the organization shall be "Kaiser Catamount Pride Band & Color Guard Booster Club." Our address is 11155 Almond Avenue, Fontana, California 92337. This organization was formed to help support the students of the Kaiser High School Band and Color Guard. We are a separate entity from Kaiser High School and from the Fontana Unified School District. We are formed under the Internal Revenue Service guidelines, with section 501- (c) {3}. (Tax Identification Number: 33-0870378).

#### ARTICLE 2 - PURPOSE AND OBJECTIVES

##### Section 1

This group was formed to support the combined Band and Color Guard in any way possible and necessary. Our goal is to help create a closer relationship between the students, teachers, parents and community in the social and musical development of the students. This club shall not interfere in any way with the instructional goals of the Band Director and Staff, nor shall it in any way interfere with the purpose of the school or the school district.

##### Section 2

All monies earned for received by the organization shall be used for the benefit of the Kaiser Catamount Pride Band and Color Guard Booster Organization and will be done through promotional events that benefit the students.

##### Section 3

This organization is not allowed to pay Volunteers.

## **ARTICLE 3-AFFILIATIONS**

This organization shall be a non-sectarian, non-commercial, and non-partisan. Neither commercial enterprise, nor political candidate shall be endorsed by this organization. The name of this organization shall not be used in connection with any partisan interest, or for any other than the normal purpose of the organization including other agencies and associations active in child welfare.

## **ARTICLE 4 - MEMBERSHIP**

All parents of students enrolled in the instrumental music program and the Color Guard, as well as any other member of the community may be automatically considered members of "The Boosters." There shall be no fees of any nature required, in lieu of membership.

## **ARTICLE 5- OFFICERS AND RESPONSIBILITIES**

### **Section 1**

The elected officers of this organization shall be; President, Vice President, Secretary, Treasurer, Webmaster, Color Guard Liaison, Uniform Chairperson(s), Volunteer Coordinator(s), Fundraising Chairperson(s) and no more than four at Large Positions; as well as chairpersons of any other committees deemed necessary by the Executive Board, shall be appointed by the cooperative and ratification by effort of the Executive board. Not to exceed 15 Members.

To hold one of the top 4 elected executive positions (President, Vice President, Treasurer, Secretary need to have a student enrolled at Kaiser High School.

(Student Leadership: One student from Band and one from Color Guard will represent their peer's interest. These student leaders will serve as a liaison between the boosters and the students as a whole group.)

### **Section II**

The President shall preside at all meetings of the Organization and the Executive Board. S/he shall be ex-officio, a member of all standing committees. The President may call a meeting of the Executive Board at any time deemed necessary, and must call a meeting of the boards, upon written requests of three (3) members of the organization.

### **Section III**

The Vice President shall act as aide to the President, and, in the absence of the President, shall assume the duties of the President. In the event of the resignation of the President, the Vice President shall automatically assume the duties of the President and the office of the Vice President shall be declared vacant. Nominations and elections shall be held at

the next scheduled meeting. The Vice President shall be responsible for appraising the President, presiding officers, or any member of the organization of correct procedures and



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administration of by-laws, by the organization, and concerning rules of order according to Robert's Rule of Order, Newly Revised; that are not covered in the by-laws. The Vice President shall be assemble and keep record of all activities of the Booster Organization.

## Section IV

The Secretary shall keep an accurate record of the proceedings of all meetings of "The Organization" and of the Executive Board, shall be prepared to refer to minutes of any proceeding meetings, and shall be responsible for all necessary correspondence. The Secretary shall provide the President with a copy of the previous minutes for the file of the year's records.

## Section V

The Treasurer shall receive all money of the organization and deposit them in the name of the organization in the bank approved by the Executive Board. He shall pay all bills and make all monetary disbursement on approval of the Executive Board of the organization. Keep an itemized account of receipts and disbursements, and submit a written itemized report to the President, and an oral itemized report to all Executive Board and organization meetings. A copy of the written report shall be kept in the file of the year's record. The Treasurer shall file all necessary tax papers for the year's activities. For tax purpose, the fiscal year will be January 1-December 31.

## Section VI

All checks written by "The Boosters" shall require (2) signatures. The President and Treasurer will be authorized signers, with the Vice President, Secretary & Fundraising Chairperson, as alternate signers. All elected officials could become signers as well. Disbursement of monies exceeding \$100.00, need prior approval by the Executive Board. Monies under \$99.99 do not need prior approval of the Executive Board. ALL disbursements of money need to be properly documented and accounted for within the records.

## Section VII

An appointed audit committee shall audit the organizations books at the end of the fiscal year. The committee shall then submit a written report to the membership upon completion of the audit. This report shall also be presented at the organization meeting the following August. The

audit committee shall also audit the books upon resignation of the treasurer. An audit may be requested in writing by any three (3) Executive Board members at any time.

### **Section VIII**

The Volunteer Coordinator shall be responsible for acquiring the necessary adult chaperones for all occasions for which chaperones are required by policy of the Fontana Unified School District, or by special request of the band and/or Color Guard director. The Volunteer Coordinator will generate a list of volunteers and assign them according to the need of each event. This person shall also maintain a list of responsibilities for the volunteers at each event.

### **Section IX**

The Uniform Chairperson shall see that the uniforms for all entertainment units are cleaned and maintained and in good condition. This person will set schedules for alterations and fittings as needed, and coordinate with the Volunteer Coordinator for parents to assist with these fittings. This person will supervise the availability, and request funds from the organization for purchase of uniforms, or alterations as needed.

### **Section X**

When an Officer or Chairperson fails to attend three (3) consecutive meetings without adequate excuse, the Executive Board may declare such a position vacant. A motion along with a second motion must be made and voted upon majority vote. The music director has the authority to recommend removal of a board member if their behavior is detrimental to the Band and Color Guard program.

### **Section XI**

All members of this organization abide by the "Code of Conduct", see exhibit "A".

## **ARTICLE 6 - MEETINGS**

Regular meetings of the organization shall be held at least once each month for the entire year. Special meetings may be called by the President, Band and/or Color Guard director when deemed necessary. A tentative list of these meetings will be distributed during the first meeting of the school year.

## **ARTICLE 7 - EXECUTIVE BOARD**

The Executive Board shall consist of all elected officers. Meetings of the Executive board

shall be called as needed. It shall create such committees as are deemed necessary to carry on



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the work of the organization. The term of office for such committee chairpersons and elected executive board members, shall be one (1) year, not to exceed five (5) consecutive terms. The total of seven (7) members, at least three (3) of whom the elected officers, shall constitute a quorum.

## ARTICLE 8- NOMINATIONS AND ELECTIONS

At the March meeting of the organization, a nominating committee of three (3) members shall be appointed to solicit officers of the ensuing year. The committee shall report at the April meeting, at which time nominations may be made from the floor, providing the nominees are present, or have given verbal or written permission. Elections shall be held at this time. New officers can be introduced at the May meeting or at the annual awards banquet at the end of the school year.

## ARTICLE 9 - AMENDMENTS

These by-laws may be amended by a majority vote of the Elected members present at any organization meeting, providing the amendment has been read or publicized at least one month in advance of the meeting or impending adoption. Robert's Rules of Order, Newly Revised; shall govern this association in all cases in which they are applicable and not conflict by these by-laws.

## ARTICLE 10- RATIFICATION

These by-laws shall be in effect when adopted by at least two-thirds vote of the committee.

In witness thereof, the Kaiser High School Catamount Pride Band and Color Guard President or designee, verify that these bylaws were adopted by the Kaiser High School Catamount *5.9.18*  
~~Band and Color Guard~~ on the day \_\_\_\_\_ of March 2023

Signature of President

Signature of Witness

Signature of Witness

Exhibit "A"

# **CODE of CONDUCT**

## **For the Kaiser High School Catamount**

## **Pride**

## **Band and Color Guard Booster Club**

**Non-Discrimination Statement:** The Boosters do not discriminate on the basis of race, color, age, gender, national origin, religion or disability in events, programs, or activities, which it operates or in which it participates.

### **Code of Conduct**

The Boosters are committed to providing each band student with a quality musical program. This goal can only be achieved in a cooperative climate free from disruptions, which hinder and interfere with the band program. The rights of students, band directors, parents, and board members are to be valued and are protected. The Boosters will strive to achieve a working balance between rights and responsibilities, which foster a positive climate where there is mutual respect and an opportunity for band students to develop to their fullest potential.

### **How You Can Address a Concern**

1. Bring your concern to the person closest to the problem. For example, if you have a question or concern about something that happened at a football game, start with the person in question.
2. If you are not able to resolve the issue, the next step is to take your concerns to a Booster Board Member.
3. The next level will be to discuss your concern with the president or vice president of the Booster Board, or band director.
4. At any time, you may ask for assistance from the president or vice president of the Booster Board, or band director.
5. Do not post your concerns or complaints to social media.



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## LEVELS of BEHAVIORS and ACTIONS

### BEHAVIORS AND ACTIONS

- The Boosters will not tolerate behaviors that disrupt band functions, violate the law, and/or present other health or safety risks.
- The *Code of Conduct* is the Boosters' notification to members about behaviors that are not condoned.
- Consequences for problems may vary due to the disciplinary history and the standards set at each event. Different events require different behaviors and may apply specific consequences for identified behaviors.

#### Discipline infractions may include but are not limited to:

- Actions or misbehaviors interrupting a band activity
- Campus possession, distribution, or posting of magazines, books, electronic data or printed material not appropriate for school
- Harassing or insulting others in person or on social media
- Improper dress
- Participating in dishonest, deceitful activities
- Demeaning racial, religious or ethnic-related statements or acts
- Obscene gestures or actions
- Profane language
- Serious acts of disorderly conduct
- Sexual harassment that does not include physical contact
- Threats to students or an act(s) of bullying in person or on any social media platform
- Creating major disruption
- Possessing, using, selling or being under the influence of alcohol at any band-related or band-sponsored activity on or off school property where band students are present. This does not include adult only activities.
- Possessing, using, selling or being under the influence of any illegal substance at any band-related or band-sponsored activity on or off school property whether or not band students are present.

**Consequences are not limited to, but may include one or more of the following:**

- Confiscation of inappropriate item
- Suspension from band activities
  - Removal from an appointed or elected position
- Any other disciplinary action deemed appropriate by the Booster Board or a Band Director

A parent shall be removed from a band activity if the parent commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school sponsored or school-related activity on or off school property.

- Engages in conduct punishable as a felony
- Serious violations of the *Code of Conduct*, which affect the environment of the Boosters

## **DRESS CODE**

All parents are expected to adhere to common practices of clothing with modesty; cleanliness and neatness, to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the atmosphere, not detract from it.

## **PARENT ATTENDANCE POLICY**

Parents need to attend school band functions on a regular basis. There is a direct correlation between parental involvement and a student's ability to achieve better grades, seek an active involvement in activities on campus, and learn the skills necessary to attain success after leaving our band program.

Punctuality and self-discipline are expected of all parents and adults responsible for our students. Know your band schedule and check with the directors if you have any concerns regarding your attendance or punctuality.

## **ZERO TOLERANCE NOTICE**

This *Code of Conduct* has been developed to help you gain the greatest possible benefit from your child's school band experience. The band program is in need of your help and cooperation. It is important that every parent understand the code and be encouraged by his or her peers to follow the rules and regulations set forth in the code.

The Kaiser High School Catamount Pride Band and Color Guard Boosters do not tolerate behavior that disrupts the band programs and/or environment, violates the law, and/or presents other health or safety risks.

The *Code of Conduct* is the booster's notification about behaviors that are not tolerated.

Any questions concerning the *Code of Conduct* should be directed to president or vice president of the Booster Board.



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## WHAT WE AS A BOOSTER ORGANIZATION STAND FOR

Ok, so now you have read all the formal things that what we are opposed to, but what are some of the things we wish to stand for?

1. We will have fun at everything we do. We feel this is vital to the health of this parent led booster organization. If we cannot have fun supporting our children, then let's do something else with our time.
2. We will be positive role models for our children. We will take the lead in showing our students that hard work, motivation and high ethical standards will always achieve the desired goal.
3. We will help those in need. The band program is a family and as such, if a member of the family needs help, we will endeavor to provide it.
4. We will communicate openly and freely. We want all parents (100%) to be involved in their child's high school career to the fullest extent possible. To that end, we will strive to openly communicate all matters and opportunities.
5. We will serve others. More than just helping those in need, we choose to find opportunities to serve the members of the band, boosters and our community. A healthy, successful high school band program can positively affect not only its students, but families and even the surrounding community.

These are just a few of the principles that guide us as an organization. Our sincere hope is that you will choose to join us in making this the best high school band program in the state!