

BYLAWS OF Emerald High Music Boosters , INC. A CALIFORNIA CORPORATION

V. 1 - Nov 2023

ARTICLE 1 – NAME

The name of the organization, association, or corporation shall be the Emerald High Music Boosters , Inc.

ARTICLE II – PURPOSE AND MISSION

1) Purpose

The purpose of the Emerald High Music Boosters, Inc., hereinafter referred to as the BOOSTERS, shall be to provide support to the students and professional staff of the Emerald High School Music Department hereinafter EHSMD, and any performing units associated with the EHSMD. The BOOSTERS support shall consist of providing operating funds, volunteer services, and organizational coordination as requested by EHSMD Directors.

2) Scope of Support

The BOOSTERS shall provide support to the and all performance groups comprising EHSMD including, but not limited to, Symphonic Music, Orchestra, Marching Band and Color Guard, Drumline, Wind & String Ensembles, and Choir. In the pursuit of these objectives, the Music Boosters will neither seek to direct the administrative activities of the Program or control its policies.

3) Mission

The mission of the BOOSTERS shall be to work together with the EHS Music Directors and professional staff to:

- a) Promote and encourage the Program to reach its fullest potential
- b) Support the music and performance program as defined by the Music Director
- c) Promote the interests of the Program within the local community
- d) Promote and encourage musical excellence, teamwork and cooperation in an environment of mutual respect and dignity.

4) Legal Entity - Emerald High Music Boosters aka EHS Music Boosters

The BOOSTERS are a 501(c)(3) tax-exempt organization that provides support to all the school wide music programs both co curricular and extra curricular, in compliance with and under the auspices of the Dublin Unified School District (DUSD). The BOOSTERS fiscal year is from July 1 to June 30, and is consistent with the DUSD fiscal year. The Boosters are required to submit an application to

the DUSD annually to renew authorization to operate as a sanctioned entity within the DUSD.

b) The principal office for the transaction of the business of the BOOSTERS is located at Emerald High School, 3600 Central Parkway, Dublin CA 94568 . The Executive Board has full power and authority to change the principal office from this location to another location within the same city at any time.

ARTICLE III – MEMBERSHIP

1) Membership

a) Membership in the BOOSTERS shall be open to all parents or legal guardians of students currently enrolled in EHS Music Department programs and others who support the purposes and mission of the BOOSTERS. The BOOSTERS shall have two (2) classes of membership: Associate and Friends of the Music , hereinafter referred to as FRIENDS.

b) Associate Membership and Privileges

i) Associate membership shall be granted to each parent or legal guardian of students currently enrolled in the Music program. Associate members shall be granted full voting privileges, may be elected to Executive Board offices and may serve on and chair any support committee.

ii) Associate membership shall automatically revert to FRIENDS membership status when such member's student (s) ceases to be enrolled in the Program.

c) Friends of the Emerald High Music Boosters Membership and Privileges
FRIENDS membership shall be granted to all other individuals who desire to serve and support the purpose and mission of the BOOSTERS. FRIENDS members shall not be granted voting rights and shall not be allowed voting membership on the Executive Board. FRIENDS members may serve as a non voting member of the Executive Board with the Executive Board's approval and may serve and chair any support committee in a non voting capacity.

2) Property Rights

No member shall have any rights to or interest in any of the property or assets of the BOOSTERS.

3) Non-liability of Members

No individual member of the BOOSTERS shall be personally liable for the debts, liabilities or other obligations of the BOOSTERS.

5) Membership Register

a) The BOOSTERS shall maintain a membership register containing the parent or legal guardian name(s), student name, address, phone number(s), email address,

grade, instrument and membership status of all current members of the organization as provided to them by the EHSMD Directors.

b) The record of names and addresses of the members of the BOOSTERS shall constitute the membership list of this corporation and shall not be used, in whole or in part, by any person for any purpose not reasonably related to a member's interest as a member in support of the Program.

ARTICLE IV- MUSIC BOOSTERS MEETINGS

1) Meeting Location

Meetings of the members shall be held at the principal office of the BOOSTERS or at such other places within the city of Dublin, California or online via teleconference, as may be designated by resolution of the Executive Board. Meetings may also be conducted via electronic conferencing as designated by the Executive Board.

2) Business Meetings

a) There shall be a minimum of six (6) business meetings of the BOOSTERS per school year.

i) General Member Meetings

General Member meetings shall be held at the time and place designated by the Executive Board. These meeting dates will be included in the EHSMD calendar and posted on the BOOSTER website. The purpose of general member meetings shall be for the conduction of business transactions requiring a vote of the BOOSTERS and for conveying information about the BOOSTERS and the Program.

ii) Election Meeting

An election meeting shall be held annually each March or April for the purpose of electing officers to the Executive Board. The election meeting shall provide the same function as a general member meeting in all other respects. The overlapping of the two boards will enable the old board to carry out the end of the year activities while training the new board.

iii) Budget Meeting

A budget meeting shall be held each in conjunction with a general member meeting or can be scheduled as a special meeting in May to prepare for the next school year. Approval of the budget will occur in May so that with the beginning of the new fiscal year, spending can begin during the months before school

reopens for the next school year. In August or September a meeting will be held to finalize approval of the BOOSTERS operating budget for the current fiscal year taking fall fundraising into account. The budget meeting shall provide the same function as a general member meeting in all other respects.

3) Notice of Meetings

Reminder notice of all meetings of the BOOSTERS shall be provided at least two (2) school days before the meeting date. Notice shall be given either in writing, email, or by listing it on the BOOSTER website.

4) Voting

The voting rights of all Associate Members are equal. Each Associate Member shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or by absentee ballots. Friends of Emerald High Music Boosters do not have voting rights.

5) Conduct of Meetings

a) Meetings of the BOOSTERS shall be conducted in accordance with Robert's Rules of Order under the direction and control of the President. Rules governing BOOSTERS meetings may be revised insofar as such rules are not inconsistent with or in conflict with the bylaws, the Articles of Incorporation of the BOOSTERS, or with State and Federal laws.

b) These meetings shall be presided over by the President of the BOOSTERS or, in absence of the President, by the Vice President, unless otherwise agreed upon by the President and Vice President, the President shall appoint another person to act as presiding officer of the meeting. The secretary of the BOOSTERS shall act as secretary at all meetings, or in absence, the presiding officer of the meeting shall appoint another person to act as secretary of the meeting.

ARTICLE V – EXECUTIVE BOARD

1) Membership

a) The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer and Co Treasurer. One EHS Music Department Director and one officer from the EHS Student Music leadership will be ex-officio advisory member of the board

b) The President can call for adding additional officers to the Executive Board in the roles of Director's with responsibilities to be outlined in meeting minutes and approved by the majority at the general member meeting.

2) Powers

The Executive Board shall work in conjunction with the Boosters to control its property and conduct its affairs, except as otherwise provided by law and by the Articles of Incorporation or by these bylaws.

3) Voting Rights

Each Executive Board position shall be entitled to one and only one vote, even if the position is filled by more than one (1) individual. Exceptions can be made when agreed upon by a vote of the Executive Board.

4) Eligibility

Any Associate Member of the BOOSTERS shall be eligible for positions on the executive board as provided by these bylaws.

5) Term of Office

Officers shall serve a term of one (1) year. The term of office coincides with the fiscal year. In the event an Executive Board member's student leaves the program, the Executive Board member could continue in that position by majority vote at an Executive Board meeting. If an executive leaves the board during their term, the Executive Board can appoint a person to fill the vacancy till the next regularly scheduled election.

6) Executive Board Meetings

Executive Board meetings should be held monthly during the school year at a date, time and place designed by the Executive board. There must be a minimum of 6 Board meetings during the school year.

7) Quorum

At least two thirds of voting members must be present at an Executive Board meeting in order to constitute a quorum for the transaction of business. Without quorum items can be discussed but not approved.

8) Vacancies

Any vacancy in the Executive Board caused by the board member's student leaving the program or death, resignation or disability of an officer shall be filled by appointment of the Executive Board with confirmation by the majority vote of the Executive Board meeting. For the positions of President, all Vice Presidents and the Treasurer, their appointment must be ratified by a vote at a Boosters meeting.

9) Removal of an Officer from the Executive Board

a) When an officer fails to attend three (3) consecutive meetings or fails to perform his or her duties without adequate reason for a period of thirty (30) days, the Executive Board may remove the officer and declare the position vacant by a vote of the Executive Board in accordance with the procedure listed below.

b) An officer of the Executive Board may be removed from office for cause.

i) All petitions for removal from the Executive Board shall be presented to the President for review. The president shall perform an investigation and present the petition and findings to the Executive Board for consideration.

ii) The Executive Board shall vote for removal upon presentation of findings by the president. An officer of the Executive Board shall be removed from office if at least two-thirds (2/3) of the Executive Board vote in favor of removal. --OR--

iii) The BOOSTERS shall be notified whenever a special vote to remove an Executive Board officer is scheduled at least 7 days prior to the Member meeting when the vote will take place. Removal must be by a majority of votes of the Associate members present and eligible to vote at a member meeting.

10) Records

Upon the expiration of the term of office or in case of resignation or termination, each Executive Board member shall turn over to a successor, without delay, all records, books and other materials pertaining to the Executive Board position and shall return to the Treasurer, without delay, all funds belonging to the BOOSTERS. Failure to turn over financial materials or legal documents will lead to BOOSTERS seeking legal remedy.

11) Compensation

Officers shall serve in their capacity as Board members or committee members without compensation.

12) Code of Conduct

This organization is committed to the highest standards of responsibility and conduct and subscribes to the following guidelines:

a) To observe the highest standards of personal conduct at all times;

b) To strictly uphold the BOOSTERS bylaws and DUSD policies and procedures to safeguard people and property;

c) To guard against the use of the BOOSTERS for personal or financial advantage or special privilege and avoid conflict of interest with its policies and operations, including

the acceptance of fees, commissions, or any other personal benefit from any person or business involved in any transaction with the BOOSTERS.

d) Where members or officers are in conflict of interest with the BOOSTERS, they must disclose this conflict at the member meeting and the transaction must be approved by the Executive Board.

ARTICLE VI – DUTIES OF OFFICERS

The duty of all Executive Board members is to be honest and use prudent business judgment in carrying out the business of the BOOSTERS.

1) President(s) – The President shall be the chief officer of the BOOSTERS and have the following duties:

- a) General supervision and direction of the BOOSTERS except as otherwise provided by law and by the Articles of Incorporation or these bylaws. The scope of the President's authority is limited insofar as he or she shall have no governing authority in making policies or rules without the approval of the Executive Board;
- b) Preside at all Executive Board and General Member Meetings;
- c) Review and approve the agenda for all Meetings, as defined in Article 4
- d) Keep the executive Board informed on all issues;
- e) Coordinate Boosters activities and represent the membership in its interaction with the EHSMD Directors and DUSD staff;
- f) Act as Boosters representative with school administration, school district officials, the EHSMD Directors and the public;
- g) Oversee paperwork to be filed with DUSD for risk management and insurance;
- h) Be an ex-officio member of all standing committees and have such other powers and duties as may be prescribed by the Executive Board;
- i) Collaborate on preparation and submission of any Grants and obligations involved in accepting those grants with EHSMD Directors
- j) Ensure the proper filing of annual paperwork to DUSD to validate the status of the Boosters as an approved organization;
- k) Prepare an end of the year report to assist the incoming President(s).

2) Vice Presidents – The Vice Presidents shall aid the President.

In absence or disability of the president, the Vice President shall perform the duties of the President.

- i) Assist the President in representing the EHSMD with the school administration, school district officials and the public;
- ii) Be a member of all standing committees;
- iii) Coordinate overnight and extended distance EHSMD trips, requiring lodging and/or special transportation;
- iv) Order and distribute competition tickets if applicable;
- v) Oversee the following Activities and others as designated by the EHSMD Directors
 - 1. SCSBOA Ratings Festival
 - 2. Concert in the Park
 - 3. Winter Concert, Spring Concert, Finale Concert
- vi) Organize and Coordinate with the EHSMD Directors and EHMD Student organization in support of the EHSMD fundraising activities.
- viii) Have such other powers and duties as may be prescribed by the Executive Board;
- ix) Prepare an end of the year report to assist the incoming Vice President.

3) Recording Secretary(s) – The BOOSTERS Recording Secretary(s) shall:

- a) Prepare and publish the minutes for all Executive Board meetings and all General Meetings;
- b) Keep a book of such minutes including notes taken during the meeting as well as a copy of the published minutes and financial reports presented by the Treasurer(s) and Financial Secretary(s);
- c) Perform other duties as assigned by the Executive Board, including maintenance of official records of the BOOSTERS including but not limited to minutes and executive board and committee chairman binder and reports;
- d) Prepare an end of the year report to assist the incoming Recording Secretary(s).

4) Treasurer(s) – the Treasurer(s) shall:

- a) Maintain the BOOSTERS checkbook, review and reconcile the monthly bank statement(s), and prepare all checks for disbursement after verification that the materials or services have been received;
- b) Coordinate with the Co-Treasurer(s) on Music Boosters deposits;
- c) Review all financial transactions in the general ledger to ensure they are posted accurately and are within the boundaries of the budget.
- d) Prepare and present written financial reports for Executive Board and General Meetings at minimum on a quarterly basis.
- e) Coordinate the preparation of the annual budget for initial approval in May and final approval in September;
- g) Provide money for cash boxes, when necessary, for fundraising and other events;

- h) Coordinate with the Auditor(s) and provide copies of bank statements upon request by the Auditor(s);
- i) Coordinate with the bookkeeper (if hired by the BOOSTERS);
- j) Coordinate with a tax preparer for generation of annual tax returns;
- k) Prepare an end of the year report to assist the incoming Treasurer(s).
- l) Ensure with the President the filing of all necessary paperwork pertaining to government regulations and non-profit status.

5) Co-Treasurer(s) - the Co-Treasurer(s) shall:

- a) Maintain and post deposits to the general membership account;
- b) Track Associate Members' pledged Music Boosters donations, and other items as necessary.
- c) Make BOOSTERS bank deposits;
- d) Coordinate with the Treasurer(s) and Auditor (and bookkeeper if hired) on the status of the BOOSTERS bank accounts and accounting issues;
- e) Prepare statements for Boosters parents regarding the status of their pledges;
- f) Receive all monies for deposit from all BOOSTERS activities;
- g) Prepare an end of the year report to assist the incoming Co-Treasurer(s).
- h) Coordinate with other Executive Board Members and/or Chairpersons regarding Program funding ;
- i) Coordinate with the Finance Committee regarding member donations;
- j) Assist in tracking spending for all standing committees

ARTICLE VII – ELECTION of officers to the Executive Board

1) Nominating Committee

- a) The nominating committee shall be comprised of the President and three (3) members of the BOOSTERS.
- b) A nominating committee shall be selected from the general membership, in the January prior to the annual election meeting;

2) Slate Selection

- a) The nominating committee shall publicize the positions available and provide methods for securing feedback from membership on their interest in serving.
- b) The nominating committee shall develop a slate of candidates for all Executive Board positions.
- c) Only those members who have signified their consent to serve, if elected, shall be nominated.
- d) The slate of officers shall be presented to the membership at least two weeks prior to the election.

e) In addition the nominating committee will try to identify volunteers for all the identified chairperson(s) positions for committees at the same time as the slate.

3) Election Process

a) Officers shall be elected at the annual meeting of members or may be elected at any special meeting of the members held for that purpose.

b) The president shall preside over all elections.

c) In addition to the slate of candidates proposed by the Nominating Committee, nominations may be made from the floor at the annual election meeting. Only those members who have signified their consent to serve, if elected, shall be nominated.

d) For any positions where there are multiple nominees, the president shall conduct a vote by ballot.

e) elections can be held in person or online with one vote per member

4) New Board responsibilities

The new board, in conjunction with the existing board, will be responsible for participating in reviewing the preliminary budget for the following year which is presented at the May BOOSTERS meeting, as well as planning the calendar and fall activities. However, the outgoing members are the only voting members till the end of the school year. After the school year is complete outgoing members are no longer responsible for voting and decisions.

ARTICLE VIII – COMMITTEES

1) Establishment of committees

There shall be such committees established by the Executive Board as may be required to carry on the business of the BOOSTERS.

2) Committee Chairpersons and Membership

All committee members and chairperson(s) shall be current ASSOCIATE members of the BOOSTERS or FRIENDS.

3) Reporting Requirements

Chairpersons shall present plans of work and proposed budget to the appropriate Executive Board member for approval prior to beginning expenditures.

4) Removal

When a committee chairperson is not fulfilling his responsibilities as prescribed in these bylaws or engages in conduct injurious to the organization or its purposes, the Executive Board, by a two-thirds (2/3) affirmative vote, may remove the individual from the position and declare the chair vacant.

5) Records

Upon the completion of their assignment, resignation or termination, each chairperson shall turn over to the secretary, without delay, all records, including completed At a

Glance sheets, books, and other materials pertaining to the committee and shall return to the Co-Treasurer, without delay, all funds belonging to the BOOSTERS.

6) Establishment of Sub-Committees

The BOOSTERS, the Executive Board and the committee chairpersons each have the power to establish special sub-committees in order to carry out specific programs and projects.

7) Period of Service

All committee members' period of service shall continue until their assignments have been completed.

ARTICLE IX – FINANCIAL MANAGEMENT

1) Collection and Disbursement of Funds

a) The BOOSTERS funds shall be obtained from five primary sources:

- i) Gifts and contributions
- ii) Grants
- iii) Proceeds from approved fundraising activities
- iv) Event ticket and food sales
- v) Sponsorships

The BOOSTERS shall disburse through the following funds:

- i) Operating Fund
- ii) Strategic Reserve Fund

The Executive Board may not increase the budget for any item, activity or overall by more than a factor of 20% of the prior year's spend without approval of a majority of the BOOSTERS present at a general member meeting of the BOOSTERS where the issue of increasing the budget has been previously placed on the agenda. The BOOSTERS shall be notified whenever a vote to change the budget is scheduled, at least one week prior to the Booster meeting when the vote will take place.

2) Financial Reports:

- a) Financial Reports include income, expenses, and cash on hand. The financial report shall represent financial status of no older than two (2) weeks.
- b) Financial Reports shall be prepared by the Treasurer and presented to the Executive Board for review at Executive Board meetings.

- c) A financial report shall be prepared by the Treasurer and presented to the BOOSTERS at least on a quarterly basis at the General Member meeting.
 - d) Annual financial reports, for the prior year, shall be presented at the first regular membership meeting of the fiscal year.
- 3) Signing of checks
 - a) All checks, drafts or other orders for payment of money, notes or evidence of indebtedness issued in the name of or payable by the BOOSTERS shall be signed by two Executive Board members according to the following guidelines and restrictions:
 - b) Cosigners shall represent two different Executive Board positions.
 - c) Spouses shall not be cosigners for any check.
- 4) Budget Committee
 - a) The budget committee shall be composed of at least the Treasurer and Co-treasurer. All Executive Board members and Committee Chairpersons (current and incoming) shall provide information to these officers to enable the budget to be representative of anticipated activities. A proposed budget will be developed by the budget committee for the following fiscal year and shall be presented to the Executive Board prior to the end of the current fiscal year. Additional Board members who are interested can be added to the Budget Committee at the majority vote of the Executive Board.
- 5) Loans – No loans are permitted
- 6) Auditor(s) – An Auditor shall be appointed by the Executive Board to: Perform a financial review including reconciliation of month-end bank statements and scrip accounts; Perform financial review of all major fundraisers; Perform an annual audit; Assure that adequate internal controls or procedures are maintained to ensure adherence to BOOSTERS policies;
- f) Prepare an end of the year report to assist the incoming Treasurer and Co-Treasurer and assist with any audit of that fiscal year's activities.

ARTICLE X– OPERATING FUND

The BOOSTERS shall utilize funds collected to cover the costs of operation of the BOOSTERS, and the Program.

1) Budget

- a) The annual budget of the BOOSTERS shall be approved by a majority vote of attending members at the August or September general member meeting of the school year. Once the annual budget has been given final approval by the

BOOSTERS, allocation of Funds for non-budgeted items shall be handled according to the following terms and conditions:

- i) Non-budgeted items that become necessary for purchase during the course of the budget year and exceed \$2,000 shall require vote approval of the BOOSTERS during general Boosters Meeting.
 - ii) The BOOSTERS shall be notified when non-budgeted items are planned for vote at least one week prior to the Boosters meeting when the vote will take place. A description of the non-budgeted item shall be posted in the appropriate Music room.
 - iii) If a non-budgeted emergency arises and funding up to \$2,000 is immediately necessary, a special meeting of the Executive Board shall be convened to vote on the non-budgeted item. If such an emergency condition results in the Executive Board allocating funds outside the approved budget, the BOOSTERS shall be advised of the situation at the next general meeting of the BOOSTERS.
 - iv) In all cases, the allocation of funds to a non-budgeted item shall not be made when funds and/or unallocated reserves are not available to cover projected expenses of the BOOSTERS.
- b) Any proceeds in excess over operating expenses shall be transferred to the Strategic Reserve Fund or the budget of the next fiscal year at the discretion of the Executive Board.

ARTICLE XI – STRATEGIC RESERVE FUND

The BOOSTERS shall maintain a Strategic Reserve Fund for the purpose of helping to fund specific equipment acquisitions and specific Program costs. The balance in the Strategic Reserve Fund may fall ‘temporarily’ below 15% of the BOOSTERS’ annual operating budget, during the school/fiscal year, however the balance must be restored to at least 15% by the end of the fiscal year. Approval by a majority vote of the BOOSTERS during a general meeting is required in order appropriate monies from the Strategic Reserve Fund.

ARTICLE XII - DISSOLUTION OF THE CORPORATION

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(3)(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIV - AMENDMENTS TO BYLAWS

These bylaws may be amended by a two-thirds (2/3) vote at any general member meeting provided notice has been given at least two weeks prior to the membership in accordance with the provisions in these bylaws.

Appendix I

All Directors of the Executive Board have specific functions as defined by the Executive Board in the Bylaws. The Appendix shall include a non exhaustive list of additional roles and responsibilities that the Executive Board can implement as needed. This appendix can be updated as needed by the Executive Board to include new roles and responsibilities. All Director roles implemented by the Executive Board shall be governed by the Bylaws for the EHSM Boosters.

Potential Director Positions and functions are listed below:

a) Director(s) of Membership – the Director(s) of Membership shall:

- i) Collect all member's volunteer forms, collate and distribute to all Event Coordinators;
- ii) Produce and maintain Membership Register including distribution of all adds, deletes, and changes throughout the year to all board members, chairman and Boosters;
- iii) Coordinate with Director to create and distribute forms and paperwork for orientation packets;
- iv) Produce the Boosters Handbook;
- v) Work with the middle school and elementary school student recruiters, including but not limited to, High School Orientation, Middle School Football game, Middle School Recruitment night, etc. and coordinate with other board members (like Director of Food) as necessary;
- vi) Organize and implement the Music Camp event at the end of summer;
- vii) Assist the President in the distribution of membership information to the class Representatives;
- viii) Provide support to Music Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
- ix) Prepare an end of the year report to assist the incoming Director(s) of Membership.

b) Director(s) of Equipment and Maintenance – The Director(s) of Equipment and Maintenance shall:

- i) Manage adult and student equipment and staging crews;
- ii) Coordinate event set-up and tear down with the Vice President and Committee Chairs for events activities and programs within the EHSM.
- iii) Arrange for transportation of equipment to and from competitions and other events;
- iv) Oversee maintenance, repair, construction and/or purchase of equipment;
- v) Secure insurance for rental equipment and vehicles with DUSD;

vi) Coordinate with the EHSMD Directors for the procurement and transportation of props and other equipment for EHSMD programs, events and activities including, but not limited to:

1. All District Music Festival
2. Spring Concert
3. Finale Concert

vii) Provide support to EHSMD Directors and Instructional Staff and coordinate with them to ensure that the activities work within the budget;

viii) Prepare an end of year report to assist the incoming Director(s) of Equipment and Maintenance.

c) Director(s) of Uniforms – The Director(s) of Uniforms shall:

- i) Manage the uniform fitting, distribution, repair, modification and cleaning of EHSMD uniforms, costumes and performance attire;
- ii) Manage personnel responsible for the procurement and sale of alternate wear, shoes and Booster clothing ;
- iii) Check concert and performance dress in accordance with guidelines established; oversee the Music prepping crews before all competitions and performances;
- iv) Ensure the uniform trailer/shed is properly stocked and maintained for all Program performances;
- v) Coordinate with EHSMD Director on future procurement of new uniforms and/or performance attire;
- vi) Provide support to EHSMD Directors and DUSD Staff and coordinate with them to ensure that the activities work within the budget;
- vii) Prepare an end of year report to assist the incoming Director(s) of Uniforms.

d) Director(s) of Student Support – The Director(s) of Student Support shall:

- i) Manage the procurement of food and beverage to support the EHSMD activities events, programs and performances.
- ii) Oversee competition food committee, including but not limited to, football games, all day rehearsals, caroling, concerts, etc.;
- iii) Coordinate post-event celebrations;
- iv) Provide support to EHSMD Directors and DUSD Staff and coordinate with them to ensure that the activities work within the budget;
- v) Prepare an end of year report to assist the incoming Director(s) of Student Support.

e) Director(s) of Ways and Means – Fundraising for the General Music – The Director(s) of Ways and Means shall:

- i) Oversee and recruit fundraising chairpersons for all fundraising activities decided upon for the year;
- ii) Coordinate with Nominating Committee to identify major event chairperson(s)
- iii) Provide support to Music Director and Instructional Staff
- iv) Coordinate with Music Director and Instructional Staff to ensure that the activities work within the budget;
- v) Prepare an end of year report to assist the incoming Director(s) of Ways and Means.

f) Publicity and Correspondence – Music – The Publicity and Correspondence chairperson shall:

- i) Act as Music Boosters liaison and coordinate preparation of promotional articles before and after events, feature articles, etc., for local newspapers, radio, television;
- ii) Take and collect pictures of Music events, and all other performance groups;
- iii) Coordinate with Alumni and Middle Schools;
- iv) Provide support to Music Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget;
- v) Prepare an end of year report to assist the incoming Director(s) of Publicity.
- vi) Review all external correspondence to ensure the integrity of the TOHS Music Message.

g) Class Reps – One from each grade level. Class reps are non-voting, appointed positions to the Executive Board.

- i) Be a point of contact for parents when they are unclear on activities of the Music Department or Music Boosters programs.
- ii) Provide Communication during the year to each grade level on items such as dates of Music Department activities, encouragement, summary of events, etc.
- iii) Coordinate and recruit volunteers for the supervision of Music Boosters members for the class car wash over the summer;
- iv) Maintain an accurate email list of parents and students from grade level.

v) Senior Rep and Junior Reps are responsible for working with the Music Boosters Director to plan Senior activities as determined by the board for each year.

h) Boosters Alumni Director– The Boosters Alumni Director is a non-voting, appointed position to the Executive Board.

i) Maintain a network of Boosters Alumni with current contact information.

ii) Communicate with Booster Alumni during the year to promote participation, volunteerism and sponsorships of Music Boosters activities.

i) Chairperson ColorGuard Committee -- shall:

i) Assist the President in representing the Color Guard with the school administration, school district officials and the public;

ii) Oversee and coordinate the committees relating to Color Guard, Winter Guard, and Dance Group (collectively referred to as Color Guard);

iii) Coordinate all Color Guard hosted events;

iv) Coordinate Color Guard trips that are separate from trips that include the entire Music Boosters ;

v) Work with the financial committee to develop the budget for the Winter Guard season; ensure the proper pledge information is forwarded to the Co-Treasurer.

vi) Provide support to Music Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget.

vii) Coordinate with the procurement of costumes, props, food and other equipment for both marching and Winter Guard seasons;

viii) Have such other powers and duties as may be prescribed by the Executive Board; ix) Prepare an end of the year report to assist the incoming Vice President(s) – Color Guard

j) Chairperson Drumline/Percussion Ensemble Committee – shall:

i) Assist the President in representing the Drumline/Percussion Ensemble with the school administration, school district officials and the public;

ii) Be a member of all Drumline/Percussion Ensemble committees;

iii) Coordinate Drumline/Percussion Ensemble hosted events;

iv) Coordinate Drumline/Percussion Ensemble trips that are separate from trips that include the entire Music Department ;

v) Coordinate Percussion Concerts;

vi) Provide support to Music Director and Instructional Staff;

vii) Work with the financial committee to develop the budget for the spring drumline/percussion ensemble

season; ensure the proper pledge information is forwarded to the Co-Treasurer.

- viii) Coordinate with the Music Director and Instructional Staff to ensure that the activities work within the budget;
- ix) Coordinate with the procurement of costumes, props, food and other equipment for both marching and spring drumline/percussion ensemble seasons;
- x) Have such other powers and duties as may be prescribed by the Executive Board;
- xi) Prepare an end of the year report to assist the incoming Chairperson Drumline/Percussion Ensemble Committee.

k) Chairperson Jazz Band Committee -- shall:

- i) Assist the President in representing the Jazz Band (s) with the school administration, school district officials and the public;
- ii) Be a member of all Jazz Band committees;
- iii) Coordinate Jazz Band hosted events;
- iv) Coordinate Jazz Band trips that are separate from trips that include other programs in the EHSMD ;
- v) Work with the financial committee to develop the budget for the Jazz Band;
- vi) Ensure the proper pledge information is forwarded to the Co-Treasurer.
- vii) Organize help for the Jazz Band Concerts;
- viii) Provide support to Music Director and Instructional Staff and coordinate with them to ensure that the activities work within the budget.
- ix) Coordinate with the procurement of costumes, props, food and other equipment;
- x) Have such other powers and duties as may be prescribed by the Executive Board;
- xi) Prepare an end of the year report to assist the incoming Chairperson Jazz Band Committee.