

# **GLENDORA HIGH SCHOOL BAND BOOSTERS CLUB**

## **BYLAWS**

*(as amended 2/23/2026)*

### **ARTICLE 1 – NAME & LOCATION**

The name of this organization shall be the Glendora High School Band Boosters Club (“Club”).

The principal office of the Glendora High School Band Boosters Club shall be located at Glendora High School, 1600 E. Foothill Blvd., Glendora, CA, 91741. Mailing address is PO BOX 1696. Glendora, CA 91740.

### **ARTICLE 2 – PURPOSE**

The purpose of this organization shall be to actively support, financially assist, promote, and enhance public relations efforts on behalf of the Glendora Tartan Band and Pageantry, thereby contributing to the growth, development, and continued excellence of the program and its student performers.

### **ARTICLE 3 – POLICIES**

SECTION 1 – The club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its stated purpose.

SECTION 2 – The club shall be noncommercial, nonsectarian, nonpartisan and nonprofit. The name of the Club or its officers in their official capacities shall not be used in any connection with commercial concern or with any partisan interest for any reason not appropriately related to the purpose of the Club.

### **ARTICLE 4 – MEMBERSHIP**

SECTION 1 – All parents and/or guardians of students enrolled in the Glendora High School Tartan Band and Pageantry shall be active members of this Club with voting rights. Membership shall begin on June 1 and continue through May 31 of the following year. Each member shall have one vote. In the case where more than one student from a household is enrolled, the family unit shall have no more than two votes.

SECTION 2 – Upon recommendation of the Band Director, the Executive Board may approve an individual as an honorary, nonvoting member of the Club.

SECTION 3 - Assessments: There shall be no special assessments for members of the club.

SECTION 4 - Property Rights: No member shall have any rights to or have an interest in any of the property or assets of the Club.

SECTION 5 - Non-liability of Members: No individual member of the Club shall be personally liable for the debts, liabilities or other obligations of the Club.

SECTION 6 - Any member may be removed from Club membership in cases where conduct is grossly inconsistent with the By-laws, or inconsistent with the purposes for which the Club was organized. The member may be removed from Club membership by the affirmative vote of five (5) members of the Executive Board.

SECTION 7 - Any member of the Club or Executive Board shall have the right, at any reasonable time, to inspect all books, records, minutes and documents of every kind of the Club. This includes the right to make

copies of any document at the individual member's expense.

## **ARTICLE 5 – OFFICERS**

SECTION 1 – The officers shall be members of the Club as defined in ARTICLE 4, SECTION 1. They shall be the President, Vice President, Secretary, Treasurer, & three Board members. The membership may elect, through the procedures of ARTICLE 8, co officers for any of these named officers but will count as one vote on the board.

SECTION 2 – The President shall preside at all meetings of the Club and of the Executive Board. The President, with the approval of the Elected Officers, shall appoint the Parliamentarian and a Chairperson for each standing committee. The President shall be a member of all standing committees.

SECTION 3 – The Vice President shall be director of travel and communications, and shall act as an aide to the President, and in the absence of the President, shall assume the duties of that office.

SECTION 4 – The Secretary shall keep an accurate record of the proceedings of all meetings of the Club and Executive Board, and shall ensure that the minutes of meetings from the previous twelve (12) months are available for reference at all General Booster and Executive Board meetings. The Secretary shall also maintain and make available a current copy of the Club's Bylaws. Archived meeting minutes older than five (5) years shall be stored on the clubs Google Drive and archived. The Secretary will also work as the lead communication with the head of chuckwagon and head chaperone and groomers.

SECTION 5 – The Treasurer shall receive all monies and deposit them in the name of the Club in a federally insured financial institution approved by the Executive Board. The Treasurer shall pay all bills on approval of the Executive Board and keep an itemized account of all receipts and disbursements and shall submit a statement of accounts at each meeting of the Club. All checks shall be signed by any two (2) of the three (3) following officers: President, Vice President, and Treasurer.

SECTION 6 – Board member #1 leads fundraising efforts for the club including all major events. The chair of each event can be a different member of the club.

SECTION 7 – Board member #2 will act as the parent/grade liaison and heads volunteering needs. Board member #2 works with a lead parent liaison for each grade level to make communication and booster mentorship efficient and to improve participation in each grade level for continuity purposes.

SECTION 8 – A board member #3 will assist as Financial Secretary and shall work closely with the treasurer. The Financial Secretary will also act as the auditor. This board member will also act as Parliamentarian and chair of the nominating committee.

SECTION 9 – Each officer, on or before May 31 of each year, or upon their resignation, shall turn over to the President all records, books, funds, and other material pertaining to the office, except those needed for the annual audit. The outgoing President shall transmit all records, books, funds, and other materials to the incoming President within thirty (30) days of the end of the fiscal year.

## **ARTICLE 6 – BOOSTERS CLUB MEETINGS**

SECTION 1 – General meetings, in person or virtually, of the Club shall be held on a regularly scheduled day and time to be set by the Director of Bands and the Club President at the beginning of each term of office.

SECTION 2 – Special meetings may be called by the President or a majority of the Executive Board. Notice of all special meetings shall be given to the membership in writing (posted or electronic).

SECTION 3 – The annual election of officers shall be held within the last six (6) weeks of the school year.

SECTION 4 – The privilege of making motions, debating, and voting shall be limited to the voting members of the Club who are present in person or virtually. Voting by proxy is prohibited.

SECTION 5 – The number of voting members required to constitute a quorum shall be equal to 10% of the current membership of the Club.

### **ARTICLE 7 – EXECUTIVE BOARD**

SECTION 1 – The Executive Board shall consist of the officers and the Director of Bands, and the Pageantry Director as Ex-Officio Board Members.

SECTION 2 – The presence of a majority of the Executive Board shall constitute a quorum.

SECTION 3 – The Executive Board shall transact all necessary business between meetings of the Club. It shall authorize payments of all bills. It shall create such standing committees as are deemed necessary to carry out the work of the Club.

SECTION 4 – The President may call a meeting of the Executive Board at any time deemed necessary. The President must call a meeting of the Executive Board upon written request of three (3) members of the Board.

SECTION 5 – The President, with the approval of the Executive Board, shall appoint persons to fill any vacancy in that office.

SECTION 6 – Each office shall maintain a single vote (even if held by co-officers).

SECTION 7 – Any Executive Board member may be removed from office in cases where conduct is grossly inconsistent with the By-laws, or inconsistent with the purposes for which the Booster Club was organized. The member may be removed from the Executive Board by the affirmative vote of the majority of the Executive Board.

SECTION 8 – Code of Conduct: This organization is committed to the highest standards of responsibility and conduct and subscribes to the following guidelines:

1. To observe the highest standards of personal conduct at all times.
2. To strictly uphold the club bylaws and GUSD policies and procedures to safeguard people and property.
3. To guard against the use of the club 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 club.

### **ARTICLE 8 – ELECTION OF OFFICERS**

SECTION 1 – Nominations of officers shall be made by a Nominating Committee of five (5) members. The chairperson of the Nominating Committee shall be Board member #3 or appointed by the Executive Board. The remaining four (4) members shall be elected by the Club before March 31 and shall include a representative of each grade level. In case a meeting is not held at an appropriate time, the entire committee may be appointed by the Executive Board.

SECTION 2 – The Nominating Committee shall submit its report at the April meeting, at which time additional nominations may be made from the floor. The consent of each candidate must be obtained before their name is placed in nomination.

SECTION 3 – Election of officers shall be by ballot at the April meeting. If there is but one candidate for an

office, the vote may be made by voice.

SECTION 4 – Newly elected officers, unless already holding that office, may “shadow” the current officer to learn the duties of each office, and assume their duties on June 1. Officers shall serve for a term of one (1) year. Officers shall be eligible for the same office for no more than two (2) consecutive terms, unless a suitable candidate cannot be found to fill that office.

#### **ARTICLE 9 – STANDING COMMITTEES**

SECTION 1 – There shall be such standing committees created by the Executive Board Members as may be required to carry on the work of the Club. (BANDORAMA, Jazz Under the Stars, Band Banquet, Tournaments, Chuckwagon, Uniforms, etc.)

SECTION 2 – A Chairperson for each standing committee shall be appointed by the Executive Board subject to the approval of the elected officers.

SECTION 3 – Chairperson(s) of standing committees shall assume their duties on June 1 or whenever appointed.

SECTION 4 – Each Chairperson, within thirty (30) days of the Club fiscal year end, or upon their end of term or resignation, shall turn over to the President all records, books, funds, and other materials pertaining to the position.

#### **ARTICLE 10 – DISSOLUTION**

SECTION 1 – The Club may be dissolved by a two-thirds vote at any regular meeting of the Club upon recommendation of a Dissolution Committee appointed by the President in conjunction with the Director of Bands. However, no such vote shall be taken unless the following provisions have been satisfied:

1. Formation of the Dissolution Committee must be announced in writing.
2. The Dissolution Committee has held at least one (1) hearing of the general membership at a General Booster meeting at least thirty (30) days prior to the meeting at which a vote is to be taken.
3. Announcement of all meetings at which hearings and votes are to be taken shall be made in writing at least two (2) weeks prior to the date of the above meetings.

SECTION 2 – The Club may be dissolved at any time upon recommendation of the Director of Bands with the support of the school administration.

SECTION 3 – Upon dissolution of the Club and after paying all debts and obligations of the Club, all assets held by the Club shall be disbursed in one of the following ways:

1. All assets shall be paid to the Student Band and Pageantry Club organized by the Associated Student Body Organizations of Glendora High School.
2. In the event that the Glendora High School Band and Pageantry are no longer in existence, then all assets shall be paid to the Associated Student Body of Glendora High School.
3. If the Associated Student Body of Glendora High School is not in existence, or is unwilling to accept the distribution, then the assets shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501c(3) of the Internal Revenue Code.

SECTION 4 – No part of the assets shall be used to the benefit of, or be distributed to, the Club’s members, officers, or other private persons.

## **ARTICLE 11 – ACCESS TO AND USE OF CLUB OWNED PROPERTY AND/OR EQUIPMENT**

SECTION 1 – Use of any Club owned property and/or equipment for non-band related activities is prohibited, unless approved in advance of said use, by discretion of the Executive Board.

SECTION 2 – The President, in conjunction with the Director of Bands, shall control the issuance of keys to Club owned property and/or equipment, and in accordance with school administration policies and procedures, the issuance of keys to school property. Said keys and access to the property and equipment as defined above are to be issued to committee chairpersons and/or other individual booster members as deemed necessary to conduct GHS band and/or Club related activities. Said keys shall be issued in a timely manner to facilitate these activities. Keys issued to facilitate short-term activities shall be returned to the President on or before the General Booster meeting following the event or activity. Keys required to facilitate ongoing functions or activities shall be returned to the President upon completion of said activities for the current school year on or before the final General Booster meeting of the school year at the request of the President.

## **ARTICLE 12 – AMENDMENTS**

These Bylaws may be amended by two-thirds vote at any regular meeting of the Club, provided thirty (30) days' notice of the proposed change has been given at the previous regular meeting or by mail.

## **ARTICLE 13 – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the conduct of the meetings of this Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Club may adopt.

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*This is to certify that the foregoing is a true and correct copy of the Bylaws of Glendora High School Band Boosters Club. Amendments to these Bylaws were approved, in accordance with Article 12, by two-thirds vote of those members present at the February 23, 2026, Booster meeting.*