

Mayfair High School Band Boosters

Articles of Organizations and By-Laws

Article I

The name of this association is Mayfair High School Band Boosters, associated with the Marching Band, Color Guard, Jazz Band, Orchestra and Instrumental Concert bands of Mayfair High School, located in the Bellflower Unified School District, in the City of Lakewood, County of Los Angeles, State of California.

Article II

The purpose of this association shall be to promote the interests of the instrumental music department (here forth referred to as IMD), to encourage competitive spirit and fair play among members, and to cooperate with school agencies to provide opportunities in music above and beyond the general school opportunities. This association is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Article III

The names and addresses of the persons who are the initial trustees of the association are as follows:

Lynda Beaver, Redacted

Maria Batay-Garcia, Redacted

Christeena Teutsch, Redacted

Maryanne LaPinta, Redacted

Megan Hirschy, Redacted

Article IV

No part of the net earnings of the association shall be used to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except in that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. The association may also make donations to any other school organization or association. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the association shall not participate in, or intervene in (including the publication and distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office or any proposition or measure. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article V

Upon the conclusion of its work and the dissolution of the association, after paying or adequately providing for the debts and obligations of this association, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) 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. Any such assets not so disposed of by a Court for competent Jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes of such organization or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have unto subscribed our names this 20th day of May, 2026

President: Megan Hirschy

First Vice President: Jamie Riera

Second Vice President: Rebeca Padilla

Treasurer: Laura Albin

Financial Secretary: Maryanne LaPinta

Recording Secretary: Katelyn VandeBrake

Corresponding Secretary: Teena Teutsch

Article VI

In regards to all material objects donated in the name of this association, such items shall remain the sole property of the Mayfair High School Band Boosters and must be inventoried as such. The President will facilitate an annual inventory report along with the Second Vice President and other relative officers to be presented at the April board meeting.

Article VII

The Association shall not seek to direct the administrative activities of the school or to contradict its policies.

Article VIII - Membership and Dues:

1. Members of this association shall be either Associate Members or Active Members
2. Members definitions:
 - a. Associate Members
 - i. Parents/Guardians of IMD members who have not become Active Members

shall be considered Associate Members.

b. Active Members

i. An Active Member is a parent/guardian of a current IMD member, parent of IMD alumnus/alumna, or IMD alumnus/alumna over the age of 21, who has paid dues as provided in Article VIII (b) (iii).+

ii. Active alumni or parents of alumni are not eligible to serve the positions of President or Treasurer.

iii. Dues for Active Members shall be \$15.00 per family. Dues are payable by the second meeting of the current academic year. Paid members shall be considered members in good standing.

iv. An entire family shall constitute one Active Membership and will be entitled to two votes.

v. When membership dues are paid after the second meeting of the current academic year, voting eligibility begins at the next general meeting.

vi. Active membership sign-in shall be required at all booster meetings to confirm voting eligibility and quorum. Associate members will also sign in for attendance.

vii. Business affairs of the association shall be handled by the Active Membership. Associate Members may attend meetings and participate in discussions; however, they may not make motions or vote.

Article IX - Officers and Elections

1. Elected Officers of the Executive Board:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Treasurer
- e. Financial Secretary
- f. Recording Secretary
- g. Corresponding Secretary

2. Appointed Members of the Executive Board:

- a. Band Director/Advisor
- b. Principal/Advisor
- c. Parliamentarian
- d. Ways & Means Officer
- e. High School Color Guard Liaison
- f. Middle School Color Guard Liaison
- g. Drumline Liaison
- h. Orchestra Liaison

- i. Uniform Officer
- j. Equipment Transportation Officer

3. The Executive Board shall consist of the elected officers of the association, the Band Director, Principal, and appointed members. In the event of a split vote, the President's vote is to table the item until the next general meeting (per Robert's Rules of Order).

4. The Executive Board shall transact necessary business meetings and such other business as may be referred to it by the association. It may authorize the payment of a bill not to exceed \$1,500.00. It shall create such standing committees as are deemed necessary to carry on the work of the association. It shall fill all vacancies in offices, including that of the President. It is subject to the orders of the Active Membership and none of its acts shall conflict with actions taken by the association. In the event that a quorum of the board cannot meet in person, voting may take place via video conference and shall be recorded in the next board meeting minutes.

5. The Nominating Committee shall be elected by the Active Membership at the February booster meeting. No member shall serve on the nominating committee for two consecutive years. The Nominating Committee shall solicit nominations from the association. A slate of nominees shall be presented in March. The consent of each candidate must be obtained before his/her name is placed on the slate of nominees. The nominees must have fully paid all fair share fees and booster fees to be considered for the slate.

6. Elections shall be held at the April meeting. At the time of elections, each office will be placed open for additional nominations from the floor. Nominees from the floor must meet requirements outlined in Article IX(5). If none are made, nominations will be closed and the election will continue with those posted. When nominations are closed, uncontested offices will be declared elected by acclamation. If there is more than one nominee for an office, a ballot vote is required.

7. Officers shall serve for a term of one year or until their successors are elected and installed. No officer shall be eligible to serve in the same office for more than three consecutive terms. No more than one family member may serve as an elected officer on the Executive Board at any given time. Officers shall assume their duties at the close of the May booster meeting, Banquet or May 30th. In order to maintain their position, Executive Board officers must pay Booster fees by the August meeting and all IMD member fair share fees must be paid by the November board/booster meeting.

Article X - Duties and Officers

Operationally two check signers are required, and must hold an elected position. Bank Card holders must also hold an elected position.

a. President: The President shall preside at all meetings of the association and of the Executive Board. He/She shall be a member ex-officio of all committees and with the ratification of the Executive Board, shall appoint the Chairpersons of the Standing Committees and Special Committees as well as the appointed Board member positions. He/She shall prepare the annual

budget along with the Treasurer, Financial Secretary, incoming officers of said positions, and Band Director. The President shall also facilitate the annual inventory report with assistance from the Second Vice President and Band Director to be presented at the April meeting.

b. First Vice President: The First Vice President shall act as an aide to the President and shall perform the duties of the President and the Second Vice President in the event of his/her absence. The First Vice President shall coordinate the public relations and publicity of the association, as well as scheduling volunteer support for all IMD events that require volunteers. Examples of events include, but are not limited to football games, parades, field show tournaments, and festivals.

c. Second Vice President: The Second Vice President shall act as an aide to the President and shall perform the duties of the President and the First Vice President in the event of their absence. The Second Vice President shall coordinate the volunteer support and delegate duties for all IMD events that have concessions and/or hospitality. Examples include, but are not limited to Back to School Night concessions, field show tournaments, festivals, and summer school snacks. The Second Vice President's responsibilities shall include the purchasing of food and supplies related to said events as well as maintaining an inventory of related items.

d. Treasurer: The Treasurer shall receive all monies for the association and shall deposit them in the name of the association in a bank approved by the Executive Board. The Treasurer shall pay out sums only on Board approval. Checks shall be signed by two members of the Executive Board. The Treasurer shall keep an accurate record of receipts and reimbursements and shall present a statement of account at every meeting of the association and when requested by the Executive Board. The Treasurer shall make a full annual report to the association at the April meeting. The Treasurer shall also maintain a current list of Active Members. The Treasurer shall present all financial documentation to the district and the tax accountant in the fall. They shall prepare the annual budget along with the President, Financial Secretary, incoming officers of said positions, and Band Director.

e. Financial Secretary: The Financial Secretary shall in the absence or disability of the treasurer perform all duties of the treasurer and, when so acting, shall have all the powers of and be subject to the restrictions of the treasurer. The Financial Secretary shall also keep and maintain adequate and correct books and records including all receipts and disbursements and showing each activity separately, as well as a complete record of all funds related to Booster/Student fundraisers and the Mayfair Hosted Field Show tournaments. They shall prepare the annual budget along with the President, Treasurer, incoming officers of said positions, and Band Director.

f. Recording Secretary: The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the association and of the Executive Board. He/She shall be prepared to refer to the minutes of previous meetings, and shall prepare a summary of unfinished business for the use of the President. The booster meeting minutes will be prepared and sent to the corresponding secretary within 10 days for membership distribution. The Recording Secretary should have a current active members list, made available upon request.

g. Corresponding Secretary: The Corresponding Secretary shall, at the beginning of each new Marching Season, establish a means to communicate to parent's information and requests for all events including notification of Booster meetings. He/She will send out booster meeting minutes each month after the Recording Secretary has completed them. The Corresponding Secretary may be called upon by the Band Director and/or Executive Board to relay other IMD related information at any time. Alternative means of communication may be used while under approval of the current Board. The Corresponding Secretary should have a current active members list.

h. Parliamentarian: The Parliamentarian is to serve as an advisor. He/She will attend all meetings, both Board and Boosters. The Parliamentarian shall chair the Bylaws Committee and review Bylaws and standing rules bi-annually. The Parliamentarian shall also chair the nominating committee. He/She is entitled to all rights and privileges of membership including the right to debate, make motions, and vote. The Parliamentarian does not have the authority to sign checks for the Boosters. The Parliamentarian should have a current active members list. The Parliamentarian is appointed by the President.

i. Ways & Means Officer: The Ways & Means Officer will coordinate fundraisers for the entire corps as well as for individual students. Examples include but are not limited to Dining for Dollars and catalog sales. He/She will also be the point of contact for securing goods and monetary donations from the community as needed by the organization. Examples include but are not limited to food donations for students after the homecoming parade and hospitality suite at hosted field shows, donated rental items from Lakewood RentAll, and monetary donations from grocery stores. He/She will work closely with the Board President and Band Director as to the needs of the organization as well as the Treasurer to ensure credits are applied correctly and all monies raised have been received.

j. Color Guard/Drumline/Orchestra Liaisons: Each Liaison must be a parent/guardian or alumnae of the active membership of the said group. They are to serve as a liaison between the Boosters and their respective group. He/She is entitled to all rights and privileges of membership including the right to debate, make motions, and vote. Liaisons do not have the authority to sign checks for the Boosters. Liaisons are appointed by the Executive President.

k. Uniform Officer: The Uniform Officer ensures the band and guard are properly uniformed for performances. Duties include coordinating uniform fitting, uniform washing, ordering items related to uniforms, assisting corps members with proper appearance at competitions, and assisting with the ordering of concert attire.

l. Equipment Transportation Officer: The Equipment Transportation Officer coordinates the transportation of the trailers and other equipment, such as but not limited to field props, generators, and golf cart, as needed throughout the school year. He/she shall report on the condition and maintenance needs of the transportation equipment. Refer to Article XII for additional requirements.

2. Resignations and Removals:

a. Vacancies: Board vacancies shall be brought to the active membership for volunteer consideration of the said position, then filled by a majority vote of the Board. Persons so elected

shall fill the office of the person they replace until the end of the term.

b. President Resignation: If the President resigns, the First Vice President becomes President. The Board may appoint a new First Vice President. If the Board is tied in their votes regarding the new First Vice President the Active Booster Membership will vote. The First Vice President would remain in place until the end of the term.

OR

If the position is not filled by an active membership the board can operate without a First Vice President. No Board member can have a dual role. The Board will continue, in its current configuration, without a First Vice President.

c. Other Resignation: Resignation from the Board must be in writing and submitted to an officer (Executive Board member) within five business days of the decision to vacate the position. After receipt of the written resignation, the President, at the next Booster meeting will open the position to the active booster membership. An active Booster member has seven days to advise a current board member of the desire to fill the open position.

d. Removing a Board member from office: A current Board member may be removed from office by a majority vote from the Active Membership or from the executive board. Reasons for removal may include but are not limited to:

- Conflict of interest
- Unethical behavior
- Behavior which obstructs the function of the Board
- Unexcused absences from two consecutive board meetings, as determined by board vote.
- Unpaid fair share fees and booster fees

e. Expiration of Office: Each officer, upon the expiration of his/her term, or in case of resignation, shall turn over to his/her successor within 14 days, all records, books, funds, and other material pertaining to the office.

Article XI - Standing Committees and Special Committees:

1. Standing Committees and Special Committees may be created by the President as needed to perform the work of the association. Committees must be approved by the Executive Board.

2. The Chairperson of each Committee shall be an Active Member in good standing, selected by the President and ratified by the Active Membership.

3. The Chairperson of each committee may be invited to Board meetings at the request of the President to report on the committee's progress. Chairpersons shall not be given voting or motion privileges. Chairpersons are not expected to perform the duties of a Board Member unless it relates to the committee of which they are a Chairperson.

4. Each Chairperson, upon the expiration of his/her term, or in case of resignation, shall turn over to his/her successor without delay, all records, books, funds, and other material pertaining

to the office.

5. Standing committees perform tasks that are needed throughout the year and may include, but are not limited to:

- a. Historian/Photographer
- b. Refreshments for Corps
- c. Grill Crew

6. Special committees are formed to accomplish a particular task and may include, but are not limited to:

- a. Prop Building Crew
- b. Fireworks Booth
- c. Bylaws
- d. Banquet
- e. Board Nominations

Article XII - Equipment Transportation:

1. All drivers must be 25 years of age and Board approved. All drivers must provide twice yearly (August and January): a current valid driver license, a DMV print out and proof of insurance to the President of the Executive Board. No driver may tow Booster-owned or Booster-rented equipment without the required documents. Reimbursement costs of the DMV printout by the Boosters are contingent upon a clean DMV printout. New drivers must present above documents within 14 days prior to the event he/she plans to tow. The driver must carry a minimum insurance coverage of: \$50K bodily injury/\$100K per occurrence /\$50K property damage coverage

2. A mileage log must be filled out using odometer reading if mileage reimbursement is requested. A Board member will verify each trip.

Article XIII - Meetings:

1. Regular meetings of the Active Membership of this association shall be held on the third Tuesday, of each month during the school year, unless otherwise ordered by vote of the Active Membership of the Executive Board.

2. Eleven (11) Members of the Active Membership shall constitute a quorum for Associate Meetings. Five (5) members of the Executive Board shall constitute a quorum for Executive Meetings.

3. The Band Director shall be in attendance to report to the boosters as to the progress and activities of the IMD.

4. The regular meeting in April shall be the annual meeting at which time officers shall be elected.

5. The privilege of holding office, making motions, debating and voting shall be open to all

Active Members.

Article XIV - Scholarships:

1. The Band Boosters may award cash scholarships to Members of the IMD in need of additional money to fully participate in IMD activities (e.g., competitive tour expenses where all members are required to attend, instrument repair, etc.)
2. Requests forms for scholarships will be presented to the Executive Board by the IMD member. The name of the student will be known only between the Band Director and The Executive Board. Adequate evidence of need and attempts at fund raising by the member to cover their expense must be shown.
3. Scholarships will be approved by the majority of the Executive Board.
4. Scholarships will be paid directly to cover the expenses for which it was requested. No money will be given directly to the member.

Article XV - Amendments

1. Recommendations for amendments to these by-laws may be made at any regular meeting of the Band Boosters upon affirmative vote of the Executive Board.
2. Amendments must be ratified by two-thirds (2/3) majority vote of Active Members present at any regular meeting provided a quorum is represented or that a copy of the amendment proposed at the previous meeting has been available for review.

Article XVI - Standing Rules

Standing rules are posted to the IMD Website and function as a live document. Discretionary changes are made at the suggestion of the Membership and approval by the Executive Board. Changes to the Standing Rules will be posted to the IMD website and/or the Band App for review by membership.

Article XVII - Fair Share Contribution:

Student IMD members are responsible for a Fair Share contribution based on the competitive season of their performing group. Fundraising opportunities are supplied by the IMD Boosters to aid in offsetting overall cost. Fall program costs are due by November's Booster Meeting, and Winter programs by the February Booster Meeting, unless otherwise outlined by the Director. Extensions in these deadlines are at the discretion of the Program Director and Executive Board.

Instrumental Music Department Standing Rules

1. At the beginning of his/her term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of the bylaws shall be made available to any member of the association upon request.
2. At least forty-eight (48) hour's notice, in writing, must be given to the president in order to have an item of business or an announcement put on the executive board and/or booster agenda.
3. When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to the booster meeting, it shall be referred to a committee and/or the board for study.
4. Any non-related IMD material to be distributed at a booster meeting must be approved by the executive board prior to the meeting.
5. Each officer and chairman shall be responsible for keeping an up-to-date procedure manual and for turning it over to the incoming officer or chairman at the end of the term of office.
6. The membership list/directory of Band Boosters shall be for the exclusive use of the association and shall not be available for distribution or purchase by any other organization or commercial entity.
7. Anyone who wishes to borrow any IMD booster-owned equipment must request permission in writing from the executive board.
8. The expectation of every IMD member is to pay the annual Fair Share Fee, where applicable, and all IMD related balances in full. If these requirements are not met the boosters are not required to provide awards earned for their participation. Students must also be enrolled in an IMD class at the time of the banquet to receive awards.
9. The IMD will be included in mandatory fundraisers during the school year.
10. Only parents who volunteer to help with IMD activities will be added to the lottery drawings for special events (i.e., Disney marathon, Disney parade).
11. For food events (concessions, snack shacks), students who volunteer for four (4) hours or more may receive a meal voucher for \$10.
12. For food events, adults who volunteer at least 6 hours will receive \$10 meal voucher
13. Inventory of food items and supplies will be completed before more items are purchased.
14. All reimbursement receipts must be turned in no later than 10 days after purchase or the next scheduled booster meeting, whichever is greater. Allow 5-10 business days for reimbursements.
15. Mileage reimbursement forms must be turned in no later than 10 days after an event or the next scheduled booster meeting, whichever is greater. Mileage reimbursement is based on the current federal mileage rate at the time of the event.
16. Only executive board approved expenses will be reimbursed.
17. When wearing Mayfair apparel or volunteering at events, it is expected that members honor the same code of conduct that the school requires of the students.

18. Each executive board member (excluding the President and the Treasurer) is expected to chair a committee at the Mayfair Hosted Field Show Tournaments.

19. Anyone who tows any of the booster trailers must follow and adhere to California Motor Vehicle towing laws and provide appropriate towing equipment.

20. No student Fair Share Fees will be refunded after September 30th of the current school year.

21. An executive board member or committee chairperson must be present at each shift for events involving financial transactions, including but not limited to the operational hours of the fireworks booth.

22. Students who are not returning to the IMD program must decide how to disperse any remaining funds in their accounts that were earned through fundraising or donations. Graduating students must decide before May's Booster Meeting or Banquet. Underclassmen may retain funds within the program for later use, but will be subject to the above stated Senior year deadlines. The Executive Board will attempt to reconcile accounts for any student who leaves the school/district. Funds may be transferred to a current IMD student, donated to the IMD scholarship fund, or released to the general booster operating expenses. If a decision is not communicated before the deadline, funds will be released to the latter.