

BYLAWS OF REDWOOD HIGH MUSIC BOOSTERS
A California Non-Profit Public Benefit Corporation

ARTICLE 1. NAME AND LOCATION

The name of this corporation is Redwood High Music Boosters, hereinafter referred to as the “Music Boosters,” and any abbreviated name (such as Redwood Music Boosters) by which the group may be known.

The principal office of this corporation in the State of California shall be located at 395 Doherty Drive, in the City of Larkspur, County of Marin, California.

ARTICLE II. PURPOSE

Section 1. The purpose of the Music Boosters is to provide support to the Redwood High Music program. The primary function of this corporation is to provide financial support to the music program through fund raising, as well as to provide an opportunity for parental involvement in the music program.

Section 2. It is the responsibility of the Music Boosters to uphold the rules, policies and educational mission of Redwood High School and the Tamalpais Union High School District, (TUHSD).

Section 3. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Music Boosters shall operate exclusively as a non-profit corporation providing financial support and assistance to the Redwood High music program and related musical activities. No part of the net earnings of the Music Boosters shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE III. MEMBERSHIP

Section 1. The Music Boosters accepts new members without regard to race, color, creed, religion, national origin, ancestry, citizenship, age, gender, sexual orientation or disability.

Section 2. All parents of Redwood High music students are considered to be Music Boosters members.

Section 3. There are no membership fees or dues.

Section 4. The Music Boosters accepts as members both Redwood High School alumni and honorary members.

ARTICLE IV. OFFICERS

Section 1. Officers. The Music Boosters officers (who shall also be directors) consist of the following positions: Music Director, President, Secretary and Treasurer. No incoming officer is responsible for the errors or omissions whether intended or otherwise of previous officers.

Music Director

The Music Director performs all of the duties outlined by the Tamalpais Union High School District job description for the Music Director position. In addition to those duties, the Music Director oversees the operation of the Music Boosters and leads the process of nominating and electing officers. The Music Director sets the music calendar for the year and has final approval on all decisions regarding the music program. The Music Director has co-signatory authority for the Music Boosters checking account and has access to the online banking account as an administrator. The Music Director serves as the primary account holder of the Music Boosters checking account with Wells Fargo.

President

The President serves as the liaison between the parents of music students and the Music Director. The President remains in regular contact with the Music Director and consults with the Music Director on all events, plans, and agendas for the music program and the Music Boosters. The President presides over the Music Boosters meetings and coordinates parent involvement for all events for the music program. The President, or his or her assigned designee, gives a summary of Music Boosters activities and financial report at least annually at the music concerts or other school sponsored music venues. The President will have co-signatory authority for the Music Boosters checking account and has access to the online banking account as an administrator.

Secretary

The Secretary serves as a liaison between the community and the music program. The Secretary sends (via mail or email) invitations to music events and thank you letters to businesses and individuals supporting the music program. The Secretary also records minutes of Music Boosters meetings, including the attendees, and the date, time and place of meetings. All motions in their final form and status are reported in the minutes. The Secretary has co-signatory authority for the Music boosters checking account and has access to the online banking account as an administrator.

Treasurer

The Treasurer will stay in contact with the Music Director to gather funds to be deposited prepare and deliver requested checks. The Treasurer keeps the Music Boosters checking account balanced and up to date and keeps detailed receipts and records of all financial transactions. The Treasurer prepares an annual financial report, under the direction of the President, for submission to the Music Boosters meeting in May of each year. The Treasurer prepares and files the appropriate income tax returns on behalf of the Music Boosters, as a non-profit 501(c)(3) corporation to be filed annually, in June.

Section 2. Election. Officers are elected in the spring of each year for the next academic year. Nominations will occur during the April meeting and the election is held during the May meeting. All music boosters members are eligible to vote. A majority vote is required for election. In the event of a tie, a run off election is held.

Section 3. Term. The term of office is one calendar year with the option to continue. The term starts and ends on the last scheduled day of school each year. There is no limit to the number of terms an officer may serve.

Section 4. Qualification. To be qualified for an officer position, the individual must meet the requirements for membership in the Music Boosters.

Section 5. Vacancies. In the event of a vacancy, a special election is held for that position unless the officers vote to leave the position vacant until the next round of elections. The Music Director also has the authority to appoint a member of the Music Boosters to cover the duties until the next election.

ARTICLE V. FINANCES

Section 1. The ultimate responsibility for the financial obligations of the Music Boosters rests with the Music Director and the officers.

Section 2. The organization maintains a checking accounting with Wells Fargo Bank.

Section 3. The signatories on the checking account are the Music Boosters officers.

Section 4. If the Music Boosters is inactive for a period of two (2) consecutive years, all funds in the checking account belonging to the Music Boosters will be transferred to the school Foundation account held at Redwood High School.

Section 5. No Officer or Member of the Music Boosters receives, directly or indirectly, any salary or compensation from the Music Boosters for services rendered as officer or Member.

ARTICLE VI. QUORUM AND MEETINGS

Section 1. All votes are cast in person with election determined by a simple majority of the members voting (at least one-half plus one).

Section 2. The Music Director or President will schedule meetings. The monthly meetings will be posted on the Music Boosters website.

Section 3. Meetings of Members are held at the principal location of the Music Boosters.

ARTICLE VII. BYLAWS AMENDMENTS

Section 1. Amendments to the Music Boosters Bylaws will require a majority vote.

Section 2. Proposed amendments to the Bylaws are sent out to all members via email and posted on the Music Boosters website at least one week prior to the vote.

ARTICLE VIII. NON-LIABILITY

Members shall not solely, because of such membership, be personally liable for the debts, obligations, or liabilities of the Music Boosters.

ARTICLE IX. TERMINATION

The membership and all rights of membership shall automatically terminate when the membership duration expires; the member voluntarily resigns; or the member is no longer eligible due to voting results.

An Officer may be removed, with or without cause, by a unanimous vote of the Directors.