

Nighthawk Marching Band Boosters CONSTITUTION

ARTICLE I: NAME

1. The legal name of the organization shall be Nighthawk Marching Band Boosters. The organization will use the initials NMBB and may also be referred to as Murrieta Valley Nighthawk Marching Band Boosters. The name Crimson Cadets Band Booster may be recognized as a past program name but will not be used as a legal identifier.
2. Nighthawk Marching Band Boosters is a non-profit Section 501-© (3) Organization, registered with the Murrieta Valley Unified School District and the State of California. This Organization is a nonprofit PUBLIC BENEFIT ORGANIZATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Association Law for Public Purposes. In no event shall the Organization engage in activities which are not permitted to be carried on by a corporation exempt under Section 501 © (3) of the Internal Revenue Code.
3. The principle office of the corporation shall be Murrieta Valley High School or other such places as the board of directors may from time to time appoint or the activities of the corporation may require. The physical address is: 42200 Nighthawk Way, Murrieta, CA 92562 with the mailing address of; P.O. Box 1338, Murrieta CA 92564-1338.

ARTICLE II: PURPOSE

1. To provide financial assistance and services for the Instrumental and Pageantry Students enrolled in Murrieta Valley High School and to all supportive units that may be added in the future.
2. To cooperate with those in charge of the Instrumental and Pageantry programs to the end that the school music department maintains the highest degree of efficiency.

3. To stimulate community interest in, and appreciation of, the school music programs at MVHS and to serve as a means of communication as to the activities and projects of the music program.

ARTICLE III: STRUCTURE

1. Under the provisions specified in the bylaws, the elected officers, the executive board, the general membership and the program director(s) shall govern this organization.

2. This organization is a completely independent organization operating outside of the Murrieta Valley Unified School District. This organization will however make reasonable effort to work in cooperation with the MVUSD and MVHS administrators, faculty and staff to the stated purposes outlined in Article II.

3. Upon a majority vote of the membership, the organization may elect to employ the services of a licensed bookkeeper/accountant to maintain financial records and to prepare and file annual tax returns.

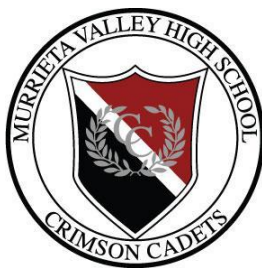
4. All depository accounts shall be held in federally insured institutions. All accounts will adhere to the required 2 signatures on withdrawals and checks. All deposits are to be made by a Board Member, or Financial Secretary, and not the Treasurer.

ARTICLE IV: DISSOLUTION

1. Upon dissolution of Nighthawk Marching Band Boosters, assets shall be distributed in accordance with section 501(c) 3 of the Internal Revenue Service code or corresponding sections of any future applicable federal tax code, or shall be distributed to the federal government or to a state or local government for a public purpose.

ARTICLE V: LIMITATION AGAINST POLITICAL ACTIVITIES

1. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation outside the stated purposes of this organization outlined in Article II. The organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. The organization shall permit discussion, representation and activity in school board or local government affairs that have a direct impact on the purposes of this organization outlined in Article II above.



Nighthawk Marching Band Boosters BY-LAWS

ARTICLE I: MEMBERSHIP

1. Members shall include but not be limited any individual or organization who subscribes to the objectives and basic policies of this organization.
2. It is expected that all members will play an active role in organization sponsored activities to ensure the overall success of the stated purposes of the organization in Constitutional Article II. It is expected that all members will actively participate in the many committees that are necessary to ensure success of the organization, based on one's ability.
3. The executive board, president(s) and officers will be allowed one vote on any matter under consideration by the membership. In the event that the president(s) and/or officers are not able to vote, an ex-officio member may be designated.
4. Students may attend meetings by the executive board or general membership. From time to time, students may be asked to leave the meetings, if matters are to be discussed that are deemed inappropriate by a majority vote of those adult members present.
5. Students are not eligible for membership, except those listed under Article II: Officers.
6. Each member has one vote on any matter under consideration by the membership.
7. Membership starts on May 1st of each year, at which time the entering board will preside and ends on April 30th of the following year.

ARTICLE II: OFFICERS

GENERAL GUIDELINES

1. The executive officers of this organization shall be president, vice-president, secretary, treasurer, ways and means, and such other officers and assistant officers as the needs of the organization may require.
2. The officers of this organization must have a student currently enrolled in the MVHS music program during their term in office.
3. All officers of this organization shall serve without compensation and are expected to be in good standing with the program.
4. All officers shall perform the duties as prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
5. No person should serve more than three consecutive terms in the same office, unless the position remains uncontested and the executive board, general membership and program director are in agreement.
6. A member shall hold one office at a time.
6. Officers of this organization shall serve for a term beginning May 1st and ending April 30th of the following year.
7. All officers shall deliver to and review with their successors all official material and/or property of the organization within fifteen (15) days following elections.

ELECTIONS

1. Nomination shall be taken at February's General Assembly meeting of each year. Election of new officers will follow at March's General Assembly meeting.
2. If there is more than one candidate for an office, election shall be by secret ballot. If a position remains uncontested, approval to continue in the position must be agreed upon by the executive board, general membership and/or program director.
3. A simple vote of the members present shall constitute a valid election. In the event of a tie, a special runoff election will be held by secret ballot.

4. Should any elected officer either resign or be removed from office, a special election must be held within ten (10) days from the date of resignation or removal to fill the vacant position.

5. Elected officers may be removed or requested in writing to step down from office for failure to subscribe to their job position or failure to meet any requests from membership, executive board, and/or program director deemed inappropriate for the function of the program. A written notice must be delivered to the official dictating the terms of the resignation as well as reasons for the termination and must be signed by 2 board members and the program director.

6. Elected officials, upon term completion or resignation, shall turn over any and all materials pertinent to Nighthawk Marching Band Boosters and their duties to subsequent members of the executive board or general membership if for any reason or at any time illness, family emergency or other events where their absence exceeds more than a week.

DUTIES OF THE PRESIDENT

1. The president shall be in communication with the director(s) and all other officers and parents of the organization.

2. The president shall have supervisory authority over the business affairs of the organization within limits and must in certain matters obtain guidance from the executive board members.

3. The president shall act as judge of all elections and declare results.

4. The president shall cast a deciding vote in case of a tie.

5. The president shall preside over all executive board and general membership meetings and maintain order

6. The president shall be a chairman of the Executive Committee.

7. The president shall enforce a strict observance of the constitution and bylaws of the association.

8. The president may sign checks along with the approved signers.

9. The president must have knowledge of all aspects of the program and adheres to the requirements stated in and governed by the State of California, IRS and non-profit Section 501-C3 organization.

10. The president shall oversee and be responsible for all aspects of the executive board.

11. The president shall hold keys to the post office box and must check the box on a weekly basis. If unable to perform this duty the key shall be passed to the vice president.

DUTIES OF THE VICE-PRESIDENT

1. The vice-president shall perform the duties of the president in the absence of the president.
2. Upon resignation or removal of the president, the vice-president shall fill the office of the president until a special election can be held.
3. The vice-president shall be in charge of parliamentary procedure (ensuring the By-laws are followed).
4. The vice-president shall oversee all plans regarding implementation of tournament planning and execution, working in conjunction with hospitality and ways and means.

DUTIES OF WAY AND MEANS

1. Ways and Means shall oversee all plans regarding the implementation of all fundraising events, including student efforts and corporate donations.
2. Ways and Means is responsible for all events as follows: work with the volunteer coordinator to acquire volunteers needed to complete a program, monetary donations, logistics, alumni and any other items which are necessary.
3. Ways and Means shall work with the president and the director of the program to establish a calendar of all fundraising events for the following year in March of the present year.

DUTIES OF THE SECRETARY

1. The secretary shall keep records and minutes of all executive board and general membership meetings and route such records and minutes to all executive board members in a timely fashion.
2. The secretary will be in charge of publicity of all events.
3. The secretary shall attend to all routine and required correspondence on behalf of the organization.
4. The secretary shall present a report of minutes from general membership meetings including a record of attendance.
5. The secretary shall maintain a mailing list and communication log of all members.
6. The secretary shall maintain the calendar for the Crimson Cadets website, unless taken care of by the band director.

DUTIES OF THE TREASURER

1. The treasurer shall be chair of the budget committee and be responsible for presenting the budget for general review and for presenting the budget for adoption at the first general meeting of the new school year.
2. The treasurer shall prepare completely all fiscal records and be responsible to file annual tax returns, unless an elected licensed tax preparer, as referenced in the Constitutional Article III: Structure, has been hired to do so, in which case the treasurer must submit complete fiscal records and any other information required to the designated tax preparer who will in turn file annual tax returns in order to preserve the tax-exempt status of the organization. The fiscal year for NMBB will be considered to begin June 1st and end May 31st of the following year.
3. The treasurer shall maintain correct accounts of all monies and budgets and shall make payments as designated.
4. The treasurer shall present a written financial report at each meeting.
5. Records shall be audited on a monthly basis and at the end of the fiscal year or as deemed necessary by any membership.
6. All disbursements will be made by check with the exception of the petty cash, and all deposits will be in the name of Nighthawk Marching Band Boosters (NMBB), or other such name as approved by the general membership and acceptable by the organizations designated depositories.
8. Referenced in Constitutional Article III: Structure, the organization may, by majority vote, employ the services of a licensed bookkeeper/accountant to maintain financial records and to prepare and file annual tax returns.

DUTIES OF THE FINANCIAL SECRETARY

1. The financial secretary shall receive all funds to the organization in the presence of one member of the funds verification committee or an executive board member and is solely responsible for the deposit of funds in a designated depository determined by the board. The president, vice president, and one additional executive member, if so desired, shall be designated “authorized signers” for the organization’s account. Under no circumstances may the treasurer or financial secretary be an “authorized signer” for the organization’s account.
2. The financial secretary may fulfill their responsibilities without being a member of the executive board.

DUTIES OF THE EQUIPMENT LOGISTICS MANAGER (ELM)

1. The equipment logistics manager shall maintain all vehicles used to transport equipment, insuring proper proof of licensure, registration and safety of vehicle and maintain log or records deemed required for vehicles. Overseeing the general maintenance of the trailer(s) for the

purpose of DOT inspections. Keeping trip log or overseeing that the driver keeps the required trip log.

2. Secure tractor to pull trailer and sourcing a driver with a Class A Commercial License to pull the organization owned 53' equipment trailer. Non Class A licensed drivers may be used to pull the 20' equipment trailer.

3. Overseeing the loading and unloading of the equipment in conjunction with the adult and student equipment managers at all events.

4. Overseeing and coordinating any maintenance of the organization owned equipment trailer(s) and other utility vehicles.

5. Building or purchasing any additional carts or equipment (sets) that will help performances move smoothly. All purchases must be approved by the executive board.

6. Manage and keep accurate records of all equipment which the NMBB chooses to maintain under their umbrella as well as equipment donated to the district.

7. The equipment logistics manager shall report any needs to executive board, who will in turn review and pass the information to the district for repair of any donated items.

8. The equipment logistics manager may fulfill their responsibilities without being a member of the executive board.

DUTIES OF THE STUDENTS

1. The band president and band equipment manager will serve in an advisory position to the boosters, not in a directive position.

2. Those students, who serve in an advisory position, shall convey wishes of fellow students and report back to the student leadership council on decisions made.

3. Those students, who serve in an advisory position, shall convey information for fundraising to the students and are expected to partner with Ways and Means to encourage student participation in all fundraising.

ARTICLE III: MEETINGS

EXECUTIVE BOARD

1. The executive board shall be comprised of the president, vice-president, secretary, treasurer, ways and means, the senior program director, and such other officers and assistant officers as the needs of the organization may require.

2. The executive board shall be responsible for the agenda of meetings and other organizational duties.

3. The executive board shall convene at a minimum of ten monthly meetings between June 1st and June 30th of the following year. Meetings may be held prior to the start of the general membership meeting, or at another time deemed appropriate by the executive board.

GENERAL MEMBERSHIP

1. The general membership shall convene at a minimum of four (4) monthly meetings. Additional meetings may be scheduled based on the needs of the organization at the direction and discretion of the executive board.

ARTICLE IV: COMMITTEES

GENERAL GUIDELINES

1. The committees outlined in Article IV have been established to ensure the purposes outlined in Constitutional Article II are realized.

2. Each committee is to have a Committee Chair or Co-Chairs based on the overall needs and workload of each committee.

3. Committees are to be made up of volunteers from the General Membership.

4. Committees are to meet in a manner and location set forth by the committee chair or co-chairs that ensure the desired outcome of the committee is fully realized.

5. Committee chairs and/or co-chairs are to report out at executive board meetings, or submit a written report, as requested or required by the executive board.

5. Committee chairs and/or co-chairs are to report out to the General Membership any pertinent information relating to their committee.

6. Additional committees may be formed and existing committees revised, based on the needs of the organization.

7. The president shall oversee all committees.

AUDIT COMMITTEE

The Audit Committee is established to review and audit the organization's financial records on a monthly basis and at the end of the fiscal year. The audit committee works directly with the

treasurer and reports to the executive board, senior director and parents.

FUNDS VERIFICATION COMMITTEE

The Funds Verification Committee is established to verify the funds received by the organization using the Funds Verification Forms. The funds verification committee, under the supervision of the financial secretary, works directly with the executive board.

HOSPITALITY COMMITTEE

The Hospitality Committee is established to provide and execute any program-related events that involve the preparation and serving of food and beverages. The hospitality committee works directly with the vice president, ways and means, and executive board.

GENERAL CHAPERONE/VOLUNTEER COMMITTEE

The chaperone and volunteer committee is established with the purpose of providing a pool of adult volunteers to help with events. The chaperone & volunteer committee, under the direction of the Volunteer Coordinator, work directly with the executive board.

FUNDRAISING COMMITTEE

The Fundraising Committee is established with the purpose of assisting ways and means with the fundraising program. The fundraising committee works directly with ways and means ~~chair~~ and executive board.

SALES COMMITTEE

The Sales Committee is established with the purpose of organizing and executing the sales of any items at MVHS Home Football Games and other events, including working in the snack bar. The committee reports directly to the sales committee chair and executive board.

COLOR GUARD LIAISON

The Color Guard Liaison's job is to assist and inform the booster president and director of the needs of the guard as well as to be present at all meetings and encourage participation from color guard parents. The color guard liaison works directly with all executive board members.

PUBLICITY COMMITTEE

The Publicity Committee is established to assist the secretary to get all events and general information out to the press and community in a timely manner. The publicity committee works under the secretary and with the executive board.

EQUIPMENT CREW COMMITTEE

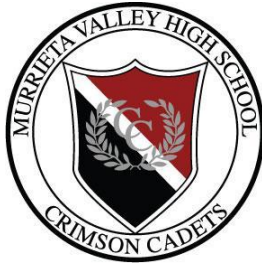
The Equipment Crew Committee is established with the purpose of organizing and overseeing the equipment transportation needs of the organization as well as working with the staff on program related props. The equipment crew committee works directly with the equipment logistics manager.

UNIFORMS & SEWING COMMITTEE

The Uniforms & Sewing Committee is established with the purpose of issuing, fitting and maintaining uniforms and providing sewing services for program required flags, props and other items at the discretion of the program director(s). The uniform committee reports directly to the committee chair and the executive board.

SPECIAL EVENTS COMMITTEE

The Special Events Committee is established with the purpose of assisting the vice-president with all special events. The committee reports directly to the vice president.



Nighthawk Marching Band Boosters MISSION STATEMENT

Nighthawk Marching Band Boosters exist to provide the best quality band experience possible to the student members of Murrieta Valley High School.

Together we will strive to...

- Be a program where no dedicated and hard working student member will be denied participation due to the lack of resources.
- Set a positive example through unity, organization, and communication which therefore encourages band support through parent involvement.
- Ensure the future growth and to fuel the expansion of Crimson Cadets.
- Further the success of all student members involved.

Together we ensure our “Tradition of Excellence” because together we are –

CRIMSON CADETS