

# **MISSION VIEJO HIGH SCHOOL INSTRUMENTAL MUSIC BOOSTERS ASSOCIATION BY-LAWS**

## **ARTICLE I - NAME**

The name of the organization shall be "Mission Viejo High School Instrumental Music Boosters Association" or "MVHSIMBA" hereinafter referred to as the "Music Boosters", or "The Association."

## **ARTICLE II - PURPOSE**

The purpose of the Music Boosters is to promote the *Mission Viejo High School Instrumental Music Program* and related group activities by providing financial and moral support deemed appropriate by the Instrumental Music Faculty and the membership of the Music Boosters and outside the domain and purpose of the school district revenue. Groups so supported include Marching Band, Color Guard, Winter Guard, Wind Ensemble, Symphonic Band, Orchestra, Jazz Band, Drum Line and any other instrumental group established at Mission Viejo High School and is hereinafter referred to as "Music Groups."

The Music Boosters will work collaboratively with the district administration, school officials, and the Music Director in pursuit of these objectives.

## **ARTICLE III – MEMBERSHIP**

Membership in the Music Boosters shall be open to any interested person or legal guardian who subscribes to the objectives and policies of this organization. Parents or guardians of students currently enrolled in the Music Groups are automatically members and any interested persons should contact a Board Member. 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; all members are expected to actively participate in the many committees that are necessary to ensure success of the organization, based on one's ability.

Membership guidelines shall be established annually by the incoming Board prior to fall marching band camp for each category of membership then existing. Additional categories of membership may be established by the Music Boosters as necessary at any Board Meeting.

MVHS Music students may attend meetings of the general membership when accompanied by their parent or guardian but will have no voting rights. 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.

All Member(s) in Good Standing or Member Family in Good Standing shall have one vote for any vote taken at a Booster meeting and only one vote per family regardless of the number of family members in attendance. Members must be present to vote.

## **ARTICLE IV – EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Elected Officers. (hereinafter the "Executive Committee").

The Elected Officers will be elected annually for a twelve (12) month period; (June Booster meeting to June Booster meeting; installation is directly after the vote at the end of the June meeting) and shall consist of a President, a Vice President of Operations, a Vice President of Ways and Means, a Secretary, three (3) Members At Large, and, if not a paid position, a Treasurer. Elected Officers must be related to a currently enrolled student in the MVHS Music Program as set forth in Article III. All Executive Committee members must be Members in Good Standing. An Executive Committee position may be filled midyear as approved by the Board.

The Elected Officers shall appoint the following Standing Committee Chairs to serve as voting members of the Board of Directors for a twelve (12) month term commencing July 1st and ending June 30th: Alumni Liaison, Auditor, Color Guard Manager, Drum Line Manager, Hospitality Manager, Jazz Band Manager, Marching Band Manager, Music Notes Editor, New Parent Representative, Orchestra Manager, Parliamentarian, Photo/Video Manager, Publicity Manager, Scrip Manager, Uniform Manager, Volunteer Manager, and Website Manager. All Standing Committee Chairs must be Members in Good Standing. A Standing Committee Chair position may be filled midyear as approved by the Board.

## **ARTICLE V – BOARD OF DIRECTORS**

The Board of Directors shall consist of the Executive Committee and the Standing Committee Chairs and have general supervision of the affairs of The Association between its business meetings (hereinafter the "Board").

Each Board Member will only be allowed one (1) vote and. If multiple family members hold Board positions, only one vote per family.

During its term, the Board shall be vested with authority over all facets of management and operation of the Music Boosters, which authority it may delegate to officers at its sole discretion. This authority shall include decisions concerning financial matters and authorization of payment of bills within the limits of the budget adopted by the General Membership. All bills should be submitted to the appropriate manager (Marching Band, Color Guard, Drum Line, Orchestra, and Jazz, etc.) for approval up to 75% of the group's approved budget or funds collected by the group if less than the approved budget. Any purchase in an amount which would exceed 75% of the group's approved budget or funds collected by the group must be approved by the Board before the expenditure is incurred. Such action must be ratified at the next MVHSIMBA Meeting and must be recorded in the MVHSIMBA Membership minutes. Any Invoice from SVUSD requires the approval of the Music Director. No Board Member shall negotiate or engage consulting services on behalf of MVHSIMBA without the prior approval of the Music Director. In addition, the Board will be responsible for decisions regarding the purchase of band equipment, loaning of MVHSIMBA property, payment to SVUSD of music coaches' salaries, fundraising, transportation, and lodging expenses and related

activities.

No advisor, instructor, coach, or member of the Music Boosters, other than a duly authorized officer of the Board, is authorized to commit the Music Boosters to financial commitments, contracts, or agreements without prior vote of the Board or its authorized officer.

Outgoing Board Members shall be responsible for the transfer of the various effects (e.g., papers, files, CD's, notes, memos, etc.) of their offices on or before June 30.

#### **ARTICLE VI - ELECTION OF OFFICERS**

The Nominating Committee for the following year's slate of officers shall consist of an appointed chairperson and two (2) other members chosen from Members in Good Standing who have attended at least three MVHSIMBA Meetings of the current school year. The Nominating Committee shall be announced by the March Board Meeting. The President may not serve as a member of the Nominating Committee. The Nominating Committee will present its slate of officers, selected from the current membership, by the May General Membership Meeting. At the May General Membership Meeting, additional nominations must be called for from the floor. Every attempt should be made to include representatives from each Music Group on the slate of officers. A written ballot may be created by the Nominating Committee in the event of a contested position. The membership shall elect the following year's officers on or before the July General Membership Meeting. Each Member Family in Good Standing with students in the instrumental music program during the school year in which the election is held is entitled to one vote. There will be no proxy voting, absentee ballots or write-in candidates on the ballots. If the Board votes to include Candidate Statement forms for an election, a form will be designed by the Nominating Committee and will be published and provided with the ballots. Distribution of any other type of candidate statement(s) or campaign material by anyone other than the Nominating Committee shall be grounds for disqualification. The Board at its discretion may appoint a Teller Committee of three (3) people for the purpose of distributing, collecting and counting the written ballots. To the extent possible, no current Board Member should serve on the Teller Committee.

#### **ARTICLE VII – REMOVAL OF BOARD MEMBERS**

When a Board Member fails to attend three consecutive meetings without adequate excuse, or is not fulfilling the responsibilities of his/her office as prescribed in the bylaws, or engages in conduct which the Executive Committee determines to be injurious to the organization or its purposes, the Board of Directors may, by a two-thirds (2/3) vote, take such action as it deems appropriate, which may include asking for the resignation or expulsion of the Board Member

#### **ARTICLE VIII - DUTIES OF ELECTED OFFICERS**

The duties of the Elected Officers shall be:

PRESIDENT: Shall:

- Preside at all General Membership Meetings and all BOARD Meetings
- Fill by appointment any vacancies in the BOARD as they may occur, such appointments to be approved by the majority of the remaining members of the BOARD
- Possess the authority to commit the Music Boosters for amounts up to \$1,000.00 per month, Providing written explanation at the next BOARD meeting
- On behalf of the Boosters work directly with the Music Director to carry out the objectives of the MVHSIMBA
- Supervise and work with all officers and committees
- At all times possible, act as the secondary signatory on all checks \$1,000 or greater.

If the President should be unable to complete the term of office, the BOARD shall elect a new President from the existing BOARD to fill the unexpired term.

VICE PRESIDENT OF OPERATIONS: Shall:

- Fulfill the duties of the President during the President's absence
- Be responsible for the organization of the transportation of equipment to performance sites
- Be responsible for the planning, building, movement, and maintenance of equipment on and off performance sites
- Be responsible for the maintenance of transportation equipment
- Keep a maintenance log which includes copies of receipts for repairs, purchases, etc.
- Conduct an annual inventory of MVHSIMBA property and submit a report to the board no later than the June Board Meeting.
- Maintain a log/inventory of all purchased and handmade equipment and props. The log is to include, for each item, the date obtained, a photograph of the item, the location where it is stored, the value and replacement cost and all maintenance records.
- Assist the President as directed
- At all times possible, act as the secondary signatory on all checks \$1,000 or greater.

VICE PRESIDENT OF WAYS AND MEANS: Shall:

- Be responsible for all fundraising activities in which the MUSIC BOOSTERS engage
- Present all fund raising ideas to the BOARD
- Appoint chairpersons for each fundraising event
- Assist the President as directed
- At all times possible, act as the secondary signatory on all checks \$1,000 or greater.

SECRETARY: Shall:

- Keep the official written record of the proceedings of all BOARD and General Membership Meetings

- Submit meeting minutes to the president and webmaster in a timely manner
- Prepare a list of unfinished business items for the President
- Assist with the preparation of the agenda
- Have on hand for reference at each meeting a copy of the bylaws, minutes of previous meetings, list of all committees, and an up-to-date list of all members (to include members name and contact information)
- Read the minutes of any previous meeting when called upon to do so
- Make all corrections to the official minutes
- Enter all amendments to the bylaws
- Handle all correspondence on behalf of the organization
- Prepare music Booster packets by August for distribution at Band Camp

TREASURER: Shall:

- Be responsible for the handling and accounting of Music Boosters funds
- The Treasurer shall present a detailed report of expenditures to the General Membership at each meeting.
- With the assistance of the President and Music Director, shall prepare an annual budget, to be approved by the Board and presented for membership approval at the first General Membership Meeting each August
- Advise the Board on all financial matters and comply with government requirements relative to financial reporting and regulatory filings (taxes)
- Administer Music Boosters bank accounts in a responsible manner and make timely deposits and disbursements
- Deposit all monies only with cash verification forms signed by the appropriate manager and/or Executive Committee Member.
- Pay all bills as authorized by the Executive Committee and only on receipts of authorization for payment signed by the appropriate manager and/or Executive Committee responsible for a budget, including bills submitted by the advisors, faculty and coaches.
- Verify proper supporting documentation including original invoice, statement or receipt with amount due is attached with the authorization of payment.
- Secure two (2) authorized signatures on all checks. Any two of the following elected officers are authorized to sign checks: President, Treasurer, Vice President of Operations, or Vice President of Ways and Means
- Prepare and present at each regularly scheduled Board Meeting a financial summary, in standard account format, showing income, disbursements and current balance of all Music Boosters funds and accounts.
- Keep a roster of all memberships and provide Board Secretary with current roster
- Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the Music Boosters. All other financial records must be retained for (7) years including current year.
- Be responsible for payment of insurance.
- Coordinate the logging and transfers of funds from such items as SCRIP and fundraisers. The Treasurer may not serve for more than two (2) consecutive terms.

**MEMBERS-AT-LARGE: Shall:**

Be responsible for all planning and organizing Music Boosters home competitions for Marching Band, Drum Line and Color Guard which duties include, but are not limited to working with the sponsoring organization (i.e., WBA, SCPA, etc.)

- securing the venue
- soliciting Program ads
- creating/printing of a competition Program
- creating the competition schedules
- corresponding with competing schools regarding performance times, parking, etc.
- soliciting vendors
- purchasing food and supplies
- director and instructor hospitality
- directing parking
- setup and tear down on the day of the event(s).
- Organizing the end-of-year Awards Program
- Work with Volunteer Manager to provide needed volunteers

**ARTICLE IX - STANDING COMMITTEES**

The Executive Committee shall appoint the following named Standing Committee

Chairpersons: Alphabetize list

Alumni Liaison, Auditor, Color Guard Manager, Drum Line Manager, Hospitality Manager, Jazz Band Manager, Marching Band Manager, Music Notes Editor, New Parent Representative, Orchestra Manager, Parliamentarian, Photo/Video Manager, Publicity Manager, Scrip Manager, Uniform Manager, Volunteer Manager, Website Manager.

Other Standing Committees may be established and chairpersons appointed by the Board.

**ARTICLE X - DUTIES OF CHAIRPERSONS**

Each so-named chairperson/manager shall select a committee to fulfill his/her directed responsibilities, subject to approval by the BOARD. The duties of each shall be:

1. **ALUMNI LIAISON: Shall :**
  - Act as a consultant, resource, advocate, and liaison between the alumni and active membership of the MVHSIMBA
  - Be responsible for Senior Essay Scholarship award
  - The Alumni Liaison shall be filled by a past MVHSIMBA alumnus having served as a BOARD Member or Standing Committee Chair and who has graduated their last MVHS student.
  
2. **AUDITOR: Shall:**

- Reconcile bank statements monthly
  - Audit the books and financial records annually at the close of the treasurer's term
  - Provide data to CPA for tax returns
  - Present audited returns at the general membership and BOARD meeting for approval
3. COLOR GUARD MANAGER: Shall:
- Be responsible for all facets of Color Guard uniforms maintenance, fitting, and pre- and post-event preparation
  - Accompany the Color Guard to all competitions/events
  - Advise the BOARD on Color Guard related matters
  - Plan and make arrangements for all necessary travel to away competitions
  - Maintain the approved Color Guard budget
  - Assist with organizing and maintaining the Color Guard bin with the Color Guard captain
  - Maintain a log/inventory of all purchased and handmade equipment and props.
  - The log is to include, for each item, a photograph of the item, the date obtained, the location where it is stored, the cost and all maintenance records
  - All of these duties likewise apply to second semester Winter Guard.
4. DRUM LINE MANAGER: Shall:
- Be responsible for all facets of the preparation of the Drum Line for performance
  - Accompany the Drum Line to all competitions/events
  - Advise the BOARD on Drum Line related matters
  - Plan and make arrangements for all necessary travel to away competitions
  - Maintain the approved Drum Line budget
  - Assist with organizing and maintaining the Drum Line bin with the Drum Line captain.
  - Maintain a log/inventory of all purchased and handmade equipment and props for winter season. The log is to include, for each item, the date obtained, a photograph of each item, the location where it is stored, the cost and all maintenance records.
  - All of these duties likewise apply to second semester Drum Line.
5. HOSPITALITY: Shall:
- Be responsible for providing food/refreshments for music group student related activities when requested by the Board. Such activities include, but are not limited to, the following-
    - marching band camp
    - ice cream social
    - marching band away competitions
    - away football games as needed
    - water at home football games
    - musicals

- Be responsible for organizing and maintaining the BOOSTER bin.
6. JAZZ BAND MANAGER: Shall:
    - Be responsible for all facets of the preparation of Jazz Band for performance
    - Accompany the Jazz Band to all competitions/events
    - Plan and make arrangements for all necessary travel to away competitions
    - Maintain the approved Jazz Band budget
    - Advise the BOARD on Jazz Band related matters
  7. MARCHING BAND MANAGER: Shall:
    - Accompany the Marching Band to all events
    - Advise the BOARD on Marching Band-related matters
    - Organize Senior Recognition Night
    - Plan and make arrangements for all necessary travel to away competitions/events
    - Maintain the approved Marching Band budget
    - Assist with organizing and maintaining the BOOSTER bin/bins
    - All of these duties likewise apply to second semester activities.
  8. MUSIC NOTES EDITOR Shall:
    - Be in charge of the Music Boosters web announcement “Music Notes” which is sent out on a monthly basis.
    - Maintain an e-mail list of all members who signed up for “Music Notes”.
  9. NEW PARENT REPRESENTATIVE:
    - Shall be a liaison between parents and students, answering questions from parents and students and helping to keep students and parents informed of events, schedules, etc.
  10. ORCHESTRA MANAGER: Shall:
    - Be responsible for all facets of the preparation of the Orchestra/Wind Ensemble/Symphonic Band for performance
    - Accompany the Orchestra/Wind Ensemble/Symphonic Band to all events
    - Plan and make arrangements for all necessary travel to away competitions
    - Maintain the approved Orchestra/Wind Ensemble/Symphonic Band budget
    - Advise the BOARD on Orchestra/Wind Ensemble/Symphonic Band related matters
  11. PARLIAMENTARIAN: Shall:
    - Attend all General Membership and Executive Board of Directors meetings and give necessary advice in parliamentary procedure when necessary
    - Give instructions in procedure, and be available for additional information, if needed
    - Chair the Bylaws Committee and review bylaws and standing rules annually



12. Photo/Video Manager Shall:
  - Attend all performances of each Music Group and take pictures and or video of each event.
  - Upload all pictures to established photo site
  - Coordinate with the Web Manager to post a link to photos taken at each event
13. PUBLICITY Manager Shall:
  - Be in charge of publicizing all Music Groups and MVHSIMBA events
  - Manage the Facebook account and coordinate with the Webmaster to ensure consistency between platforms
  - Keep a binder of publicized activities
  - Prepare news releases and distribute them appropriately.
14. Script Manager Shall:
  - Be in charge of coordinating all aspects of script
  - Provide Treasure quarterly statements of each participants earnings
15. Uniform Manager Shall:
  - Be responsible for all facets of the marching band uniform pre- and post-event preparation, fitting and maintenance
  - Have all band uniforms cleaned, inventoried, and ready for the next school year
16. Volunteer Manager Shall:
  - Coordinate volunteers as needed by Board members
17. WEBMASTER: Shall
  - be responsible for maintaining and keeping the mvhsmusic.com website current and up-to-date at all times making changes to the website as requested by the President or the Board.

## **ARTICLE XI – MEETINGS**

### **Regular Meetings**

The MVHSIMBA meetings will be held monthly at Mission Viejo High School, unless otherwise indicated, and no less than eight (8) times during the school year. Special meetings may be called by the President or Vice President, or as requested by the Music Director. Meetings of the Executive Committee shall be held when called by the President or as requested by the Music Director. Time and place for MVHSIMBA meetings shall be posted on the MVHSIMBA website and open to all.

### **Special Meetings**

When sensitive issues need to be discussed (Litigation, Discipline, Personnel Matters and Contract negotiation and/or contract issues requiring confidentiality) the President may call for a closed session of the Executive Committee. This meeting will be open to all Executive Committee members and may include the Music Director. Based on the issue being discussed, other attendees may be invited by the Executive

Committee if their presence is deemed relevant to the issue being discussed. Meeting Minutes for any such session will be taken and a general report of any decision(s) or action(s) (redacting any sensitive and/or confidential information) will be made to the membership.

## **ARTICLE XII – VOTING**

All Member(s) in Good Standing or Member Family in Good Standing shall have one vote for any vote taken at a Booster meeting and only one vote per family regardless of the number of family members in attendance. Members must be present to vote.

## **ARTICLE XIII - QUORUM**

The quorum for the conduct of business at any MVHSIMBA Meeting will be the simple majority of Elected Officers and/or Committee Chairs present. Any action taken at a MVHSIMBA Meeting would be taken upon a simple majority of those present, except where otherwise herein specified.

## **ARTICLE XIV - BUDGET**

The fiscal year shall be from July 1 to June 30. Financial records shall be submitted for audit within thirty (30) days after the end of the fiscal year. If an audit is requested by the Saddleback Valley Unified School District, thirty (30) days written notice must be given, and any and all expenses incurred by SVUSD shall be paid by SVUSD.

Together with the President, Treasurer, and any other Chairpersons who will manage a portion of the Budget, the Music Director shall propose a comprehensive budget for the upcoming school year.

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 that The Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments, reimbursements, and distributions for the purposes set forth herein.

No substantial part of the activities of The Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and The Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these activities, 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 501 (c) (3) of the Internal Revenue Code, or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future deferral tax code.

## **ARTICLE XV - ADVISORS**

All members of the Instrumental Music Department Faculty are considered advisors and ex-officio and non-voting members to the MVHSIMBA. The Music Director shall see that the MVHSIMBA activities are conducted in accordance with SVUSD policies and encourage all members, parents, alumni and staff to support the MVHSIMBA by their attendance at meetings and music events.

## **ARTICLE XVI – LOGO & Marks of MVHSIMBA**

The MVHSIMBA logo is the sole property of the MVHSIMBA and may not be used by any person or entity without the written authorization and vote of the Board.

## **ARTICLE XVII - AMENDMENTS TO BYLAWS**

When necessary, the President or Parliamentarian can ask for a review of the bylaws by a Review Committee, which will consist of the Parliamentarian and at least one other Board member. Recommended changes to the bylaws will be disseminated prior to a regularly scheduled MVHSIMBA meeting and discussed at a regularly scheduled MVHSIMBA meeting; all comments or suggested changes will be discussed and considered by the Board prior to a final vote.

## **ARTICLE XVIII - DISSOLUTION**

The property of the Mission Viejo High School Instrumental Music Boosters Association is irrevocably dedicated to charitable and education purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private persons. Upon dissolution of The Association, its assets remaining after payment, or provision for payment of, all debts and liabilities of this Association, shall be distributed to the Mission Viejo High School Instrumental Music Department if it is then in existence and exempt under Section 501(c)(3); but if not then in existence or exempt, to another Mission Viejo High School organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. Proposed: June 13, 1977; Adopted: July 28, 1977; Amended: March 12, 1981, May 17, 1984, November 6, 1990, August 31, 1992, September 13, 1994, September 12, 1995, April 2, 1996, September 1998, May 2000, May 2002; October 15, 2003, July 20, 2011, June 11, 2014.

## **ARTICLE XIX – CONFLICT OF INTEREST AND WHISTLEBLOWER POLICIES**

### **Conflict of Interest Purpose**

The purpose of the Conflict of Interest Policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or board member of the organization. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit organizations.

### **Conflict of Interest Definition**

Conflict of Interest means a conflict, or appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include officers and members of the board. For purposes of this provision, the term "interest" shall include personal interest, interest as an officer, board member, trustee or beneficiary of any concern and having an immediate family member related by blood or marriage or member of the same household who holds such an interest in any concern.

### **Conflict of Interest Policy and Practices**

No transaction of the organization shall be voidable by reason of the fact that any officer or member of the board of the organization has an interest or is related to a person that has an interest in the entity with which the transaction is entered into, provided:

- a. The interest of the officer or member of the board is fully disclosed to the members.
- b. The transaction is duly approved by the board members not interested or connected as being in the best interests of the organization.
- c. Payments to the interested officer, board member or related party are reasonable and do not exceed fair market value.

Every officer and member of the board shall complete the annual questionnaire at the beginning of the fiscal year. Following full disclosure of a possible conflict of interest, the board shall determine whether a conflict of interest exists, and, if there is a conflict, the board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the organization's best interests.

An interested officer or member of the board must recuses themselves from voting and the decision-making process of a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. They shall not participate in any discussion or debate of the board in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion at the request of the board unless objected to by any present member of the board. Anyone in a position to make decisions about spending, who also stands to benefit from that decision, has a duty to disclose that conflict as soon as it arises or when it becomes apparent.

A copy of this policy shall be given to all officers and members of the board upon commencement of such person's relationship with the organization. Each officer and board member shall sign and date the policy at the beginning of their term. Each officer and board member shall annually sign a statement which affirms such person:

- a. Has received a copy of this conflict of interest policy,

- b. Has read and understands the policy,
- c. Has agreed to comply with the policy,
- d. Understands MVHS Music Boosters is a non-profit corporation and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax exempt purposes.

### **Whistleblower Purpose**

The Whistleblower Policy encourages officers and board members to come forward with credible information of illegal practices or serious violations of adopted policies of the organization and specifies that the organization will protect the person from retaliation and identifies where such information can be reported.

### **Whistleblower Policies and Practices**

The organization encourages complaints, reports or inquiries about illegal practices or serious violations of the organization's policies, including illegal or improper conduct by the organization itself, by its leaders or others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies.

The organization prohibits retaliation by or on behalf of the organization against volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith, but prove to be unsubstantiated.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the organization's president; if the president is implicated in the complaint, report or inquiry, it should be directed to another executive board member. The organization will conduct a prompt, discreet and objective review or investigation. Volunteers must recognize that the organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Adopted: October 15, 2003. July 20, 2011, June 13, 2012, June 11, 2014

## DEFINITIONS

Music Booster(s), MVHSIMBA, The Association – shall mean the Mission Viejo High School Instrumental Music Boosters Association

Executive Committee – shall mean the President, Vice President of Operations, Vice President of Ways and Means, Secretary, Treasurer, and three (3) Members At Large.

Elected Officers - Consist of a President, a Vice President of Operations, a Vice President of Ways and Means, a Secretary, three (3) Members At Large, and, if not a paid position, a Treasurer.

Board of Directors or Board – shall consist of the Executive Committee and the Standing Committee Chairpersons

Board Member – is one of the following: the President, Vice President of Operations, Vice President of Ways and Means, Secretary, Treasurer, three (3) Members At Large, Alumni Liaison, Auditor, Color Guard Manager, Drum Line Manager, Hospitality Manager, Jazz Band Manager, Marching Band Manager, Music Notes Editor, New Parent Representative, Orchestra Manager, Parliamentarian, Photo/Video Manager, Publicity Manager, Scrip Manager, Uniform Manager, Volunteer Manager, Website Manager.

MVHSIMBA Meeting, General Membership Meeting, Board Meeting – shall mean the regularly scheduled monthly meeting as posted on the MVHSIMBA website.

Standing Committee Chairpersons – is one of the following: Alumni Liaison, Auditor, Color Guard Manager, Drum Line Manager, Hospitality Manager, Jazz Band Manager, Marching Band Manager, Music Notes Editor, New Parent Representative, Orchestra Manager, Parliamentarian, Photo/Video Manager, Publicity Manager, Scrip Manager, Uniform Manager, Volunteer Manager, Website Manager.

Member(s) in Good Standing, Member Family in Good Standing – are members who are current on all required payments.

Member(s) Not in Good Standing and or Member Family Not in Good Standing – are members who do not meet the definition of Members in Good Standing.

Music Faculty – all members of the Mission Viejo High School Instrumental Music Department, coach, instructor.

SVUSD – Saddleback Valley Unified School District

Music Groups – are one or all of the following: Marching Band, Color Guard, Winter Guard, Wind Ensemble, Symphonic Band, Orchestra, Jazz Band, Drum Line and any other instrumental group established at Mission Viejo High School

Music Director is Mr. John Hannan or his successor as established by the SVUSD.