

CONSTITUTION OF THE OAK GROVE HIGH SCHOOL BAND BOOSTERS

First Reading June 17, 2008

Adopted ?????? ??, 2008

Updated September 3, 2014

Where used throughout this document, “Boosters” means The Oak Grove High School Band Boosters. Where used throughout this document, “Band” means the participating member or members of the Oak Grove High School Band. Where used throughout this document, “Guard” means the participating member or members of the Oak Grove Colorguard Programs.

Summary of Updates

September 3, 2014: After the loss and retroactive reinstatement of our nonprofit status, the Booster Board made these significant changes to this constitution:

- Added “Review and sign Booster tax returns” to the President’s list of duties.
- Added “Maintain a written Youth Protection and Privacy policy” to the Secretary’s duties (from Article X).
- Added “Coordinate with the CPA to make sure Booster tax returns are completed and filed.” and “Head the committee that compiles the budget for the following year.” to the Treasurer’s list of duties. (Second point comes from Article VII Section 5.)
- Added a Conflict of Interest statement.
- Added a Dissolution statement.

Other smaller changes were made to clarify verbiage and improve consistency.

ARTICLE I

NAME AND OBJECTS

Section 1. Name

The name of this organization shall be The Oak Grove High School Band Boosters (OGBB).

Section 2. Object

The Boosters is a non-profit organization whose purpose is to assist the music department of Oak Grove High School by raising funds not provided by the East Side Union High School District and providing general support to said music department for the benefit of all students involved in the Band or Colorguard Programs. These additional funds may be used for purposes, including, but not limited to, purchasing additional equipment necessary, to insure involvement in and the enrichment of competitions and festivals; repair and replacement of instruments and equipment; and such other miscellaneous expenditures and support as may be determined by and between the Boosters and the Band and Guard Directors annually.

ARTICLE II
MEMBERSHIP

Section 1. Membership in the Boosters shall be as follows:

(a) Active: "Active" membership, which carries with it the privilege of full participation in Booster activities, including the right to vote and to hold elected or appointed offices, shall be extended to every parent or guardian of a student in the Band or any participant in the Colorguard Programs.

(b) Alumni:

- 1) Any alumnus of the Band or Colorguard Programs.
- 2) Any family member of an alumnus of the Band or Colorguard Programs.
- 3) Any family member (non parent) of a student currently in the Band or Guard is considered an Alumni Booster member, but they shall not be accorded voice or vote in Boosters affairs.

Section 2. Active membership shall be effective upon the enrollment of a student in the Band or Guard Program.

ARTICLE III
DUES and FEES

Section 1. Booster Dues

The Boosters shall not assess membership dues to any Active Booster Member.

Section 2. Uniform Maintenance Fee

Members of the Band and Guard programs are required to pay a uniform maintenance fee for common band or guard program uniforms. This money is to be accounted for separately and accrued for the purpose of purchasing new uniforms in the future. The uniform maintenance fee is set by the Booster Board each year.

Section 3. Activities Fund

The Student Activities Fund shall be a record of all monies generated by individual students and their families by way of approved fundraisers and cash deposits; and all monies, fees or other program debts owed by students. All monies shall be recorded by student name and accredited as such. These monies shall be used solely for payment of expenses of approved trips and functions of the Band and Guard or for supplies and fees necessary in connection with participation in said Band and Guard.

Student activities funds of graduating students will be transferred to Band or Guard accounts of siblings who are currently in the program or might enter the program. No fundraised money can be returned to individual students when they leave the program. No excessive private money should be deposited in this account because money is not refundable. All residual monies accrued when students leave the program shall be transferred to the General Account. The use of this General Account money will be decided by the Booster Board.

The Student Activities Treasurer maintains and distributes the student roster and class lists.

Section 4. Financial Assistance

Financial assistance and workable payment schedules are available to students who need it. Those students or their parents/guardians should contact the Band Director, Guard Director, the OGBB President, or the OGBB Treasurer. Information will be kept confidential. The philosophy of the OG Band program is that no student will be excluded from participation due to financial problems as long as the student participates in individual fund raising activities. The Boosters will not provide funding for students with debt greater than \$400, except after unanimous agreement from the following: Band Director, Booster President, Booster Treasurer, and Student Accounts Treasurer.

Section 5. Special Assessments

No assessment shall be levied on the Boosters other than those approved by the Boosters membership present and voting on the question, provided that each member has been notified in writing at least 10 days in advance of the nature of the proposal and the time, date, and place where the matter will be voted on.

Section 6. Fund Solicitation

No funds shall be solicited in the name of the Boosters without authorization of the Executive Board. All funds collected (together with an accounting of source) shall be delivered to the Boosters Treasurer within five working days of receipt, for deposit in the Boosters' account.

Section 7. Donations

This organization shall not make donations, gifts, or otherwise give money to any political organization, ballot measure, and/or candidate. This organization shall not accept donations, gifts, or other monies from any political organization, ballot measure, and/or candidate.

Section 8. Booster Volunteer Guidelines

(a) Bingo Support

It is the responsibility of all Booster members to support the Bingo program as required. Each Booster member is expected to work at least 4 hours each month at bingo to maintain a reasonable schedule for all Booster members. The Bingo Chairperson will distribute a detailed monthly schedule two weeks prior to each month to all Booster members. It is the responsibility of each Booster member to support this schedule, and if schedule conflicts arise where a Booster member is not able to fulfill their monthly obligation, it is each Booster member's responsibility to ensure that an acceptable substitute has been found to work their scheduled shift.

(b) Additional Fundraisers

It is the responsibility of each Booster to ensure that any unpaid balance for their respective student is kept at a minimum. The Booster Board organizes multiple fundraisers throughout the year where many volunteers are required.

ARTICLE IV

OFFICERS AND EXECUTIVE BOARD / ELECTION PROCEDURES

Section 1. Executive Booster Board

The following officers shall be elected by and from among the total Active membership of the Boosters: President, Vice President, Secretary, and Treasurer.

Section 2. Booster Board

The Booster board shall consist of

1. Four (4) Executive Board Members
2. A Band Program Representative and a Guard Programs Representative
3. Up to eight (8) Member Representatives
4. Standing Team Chairpersons as elected by the Booster Membership
5. Student Accounts Treasurer
6. Bingo Manager
7. A representative of the Oak Grove High School Band and Guard Alumni Organization and the Oak Grove High School Band and Guard Directors shall be non-voting members of the board.

Section 3. Eligibility to Hold Office

Officers shall be elected from among the Active members of the Boosters.

Nominees for elected office shall be members of the Boosters in good standing at the time of nomination and can accept nomination for only one Executive Board office.

Section 4. Nominating and Election Procedures

- (a) Nominations to fill the elective offices listed in Section 1 shall be accepted annually.
- (b) Nominations for these offices shall be accepted from the floor at the April and May Boosters meetings.
- (c) If, after nominations are closed at the June Boosters meeting there is only one nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required. The Booster President shall so notify the membership in writing as soon thereafter as possible.
- (d) When there is more than one nominee for an office, an election shall be conducted at the June Booster meeting by secret ballot vote of members in good standing present at said meeting. It shall require a plurality vote to elect any officer. If a tie exists, the election shall be determined by lot (draw) between the tied candidates.
- (e) When there is no candidate for an open office by the date of the election, the position will be filled per Article IV, Section 6 (c).
- (f) All candidates shall be provided an opportunity to address the members present at the election meeting prior to the balloting, and they or their designated representative shall be accorded the right to observe the ballot tally process.
- (g) All ballots, including used, unused, invalid and challenged ballots, tally sheets and related election documents, including notices of nomination and election procedures, shall be retained by the Booster Secretary for one year, or until any and all challenges to the election or charges of misconduct in the running of the election have been resolved, whichever is the longer period.

Section 5. Terms of Office

Elected officers shall take office and assume their duties on July 1st following their election and shall continue to serve for until June 30th or until their successors are elected, provided that any officer shall automatically forfeit such office if they cease to be a member in good standing.

Section 6. Vacancies

- (a) A vacancy in the office of President shall be filled by the Vice President.
- (b) For vacancies in any other elected office, the President shall appoint an interim officer to fill the vacancy until such time as an election can be called.
- (c) Executive Board shall submit its recommendation to fill the office in writing to the Booster membership at least five working days in advance of a designated Booster meeting. Nominations from the floor shall also be accepted at said meeting. If there are no nominations from the floor, the Executive Board's candidate shall be declared elected. If nominations from the floor are made, a secret ballot election shall be conducted among the members in good standing present.
- (d) Any meeting at which an election is held must be a General Membership Meeting.

ARTICLE V

AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS

Section 1. Executive Board

The Executive Board shall have general supervision of the affairs of the Boosters between the general membership meetings. It shall transact the routine business of the Boosters as authorized and required herein, prioritize and determine recommendations on matters requiring discussion and action by the general membership, and perform such other duties as are specified in this constitution. The Board shall be subject to the orders of the Boosters membership, and none of its actions shall conflict with actions taken by the Boosters membership.

A report on all actions taken by the Executive Board shall be made to the membership at the next regular or special Boosters meeting, with such actions subject to membership ratification if appropriate.

Minutes of Booster and Executive Board meetings shall be kept on file for at least five years.

Booster financial records shall be kept on file for at least five years.

The Executive Board shall meet at the call of the President or at such times and places designated by it; the President shall call a special meeting upon the written request of a majority of the Board.

A majority of the members of the Executive Board shall constitute a quorum.

Section 2. Duties of Officers, General

Upon separation from office, an officer shall immediately turn over to his/her successor or other properly designated Boosters official all books, records, money, and other effects of the Boosters in his/her possession.

Section 3. President

The President shall be elected by the general membership for a term of one (1) year. The duties of the President include, but are not limited to, these duties:

- (a) Preside over Booster Board and General Membership Meetings.
- (b) Appoint subcommittees to review and make recommendations of various subjects pertaining to the Booster's organizational practices and procedures.
- (c) Be responsible for the submission of the annual budget by the Board to the membership.
- (d) Co-sign Booster checks.
- (e) Review and sign Booster tax returns.
- (f) Make final determinations regarding parliamentary procedure for meetings.
- (g) Cast the final deciding vote when a tie vote has been declared.

Section 4. Vice President

The Vice President shall be elected by the general membership for a term of one (1) year. The duties of the Vice President include, but are not limited to, these duties:

Preside over Booster Board and General Membership Meetings in the absence of the President.

Section 5. Secretary

The Secretary shall be elected by the general membership for a term of one (1) year. The duties of the Secretary include, but are not limited to, these duties:

- (a) Keep a written record of all Booster Board and General Membership Meetings.
- (b) Type and distribute meeting minutes.
- (c) Keep an annual calendar of all major committee meetings and general correspondence.
- (d) Take charge of all ballots cast in any election and preservation of said ballots and all other records relating to the election for a period of one (1) year after the date of the election.
- (e) Oversee the production of the student handbook.
- (f) Distribute a written agenda along with monthly meeting notices.
- (g) Maintain a written Youth Protection and Privacy policy.
- (h) Other such duties as directed by the Booster Executive Board.

Section 6. Treasurer

The Treasurer shall be elected by the general membership for a term of one (1) year. The duties of the Treasurer include, but are not limited to, these duties:

- (a) Keep a written record of all monies received into the Booster accounts including but not limited to General Fund and Student Activities Fund.
- (b) Pay approved expenses of the Boosters upon presentation of proper receipts.
- (c) Present financial summaries at Booster Board and General Membership Meetings.
- (d) Keep record of committee and other budgets and preside over the Budget Committee.
- (e) The Treasurer shall be a signatory on all accounts held by the Boosters, except any accounts directly associated with the Bingo game.
- (f) Maintain the required records for the non-profit organization.
- (g) Coordinate with the CPA to make sure Booster tax returns are completed and filed.
- (h) Head the committee that compiles the budget for the following year for presentation to the Booster Board and, subsequently, to the general membership for approval.

Section 7. Band and Guard Representatives

Band and Guard Program Representatives shall be elected by the general membership for a term of one (1) year. There will be a maximum of two (2) representatives on the Booster Board with the representation being one (1) band and one (1) guard representative. The duties of the Program Representative include but are not limited to, these duties:

Be the point of contact for all program schedules, Director needs, Director communications, newsletter and website submission, information distribution between Directors and Boosters and other such duties as designated by the Booster Executive Board.

Section 8. Class Representatives

Class representatives shall be elected by the general membership for a term of one (1) year, as representatives of the general membership. There will be a maximum of four (4) representatives on the Booster Board with the representation being one (1) representative for each of the 9th, 10th, 11th, and 12th grade members. All representatives with the exception of the representatives for the 9th grade members shall be elected at the June General Membership Meeting.

The duties of the Class Representative include but are not limited to, these duties:

- (a) Regular and complete communication of program, Booster, or Director information to their respective Booster members and families.
- (b) Participation in Booster email lists and phone tree.
- (c) Newsletter and website information submission.
- (d) Maintain roster information and report of such information to the Student Accounts Treasurer.
- (e) Such duties as designated by the Booster Executive Board.

ARTICLE VI MEETINGS

Section 1. General Membership Meeting

The Booster General Membership Meetings shall be held as necessary, no more frequently than monthly, and no less frequently than quarterly. Booster Board business may be conducted at General Membership Meetings. The General Membership Meeting held in June of any year shall be known as the annual meeting of the Boosters and shall include the election of officers and approval of the next fiscal year budget. The Booster Executive Board may designate any monthly board meeting as a General Membership Meeting for the purposes of this section.

Section 2. Booster Board Meeting

The meetings of the Booster Board shall be held on the second (2nd) Tuesday of each and every month of the year, unless otherwise posted, and will be called to order at 7:00 pm. No business shall be conducted after 11:00 p.m. unless approved by a majority vote of the Booster members who were present at said meeting immediately following the financial reports. A quorum must be present to conduct business and said quorum shall consist of a simple majority of the voting Booster Board membership. Robert's Rules of Order shall govern all meeting procedures and the Secretary is designated parliamentarian.

Section 3. Special Meetings

Special meetings may be called by the President of the Booster Board and shall be called Executive Session Meetings. Such Executive Session Meetings shall be held for the purposes of handling confidential matters and only voting members of the Booster Board may be present. The divulging of any business covered during Executive Session Meetings to anyone who is not a voting member of the Booster Board shall be cause for immediate termination from the Booster Board.

Section 4. Meeting Notices:

(a) Regular Meetings. Unless otherwise specified herein, a meeting notice shall precede all Boosters meetings at least five days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.

(b) Special Meetings. Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five days, but not less than 24 hours in advance, may be given in an emergency situation.

Section 5. Unless otherwise ordered by 2/3 vote of the members present, the order of business at regular Boosters meetings shall be:

- (1) Approval of Minutes of the previous meeting
- (2) Communications (Band Director)
- (3) Report of Executive Board Actions
- (4) Treasurer's Report
- (5) Committee Reports
- (6) Unfinished Business
- (7) New Business
- (8) Good of the Order
- (9) Adjournment

Section 6. Quorum for Meetings

At least 50% of the Booster Board members must be in attendance at any Boosters meeting for business to be conducted.

Section 7. Absences

Any Booster Board member who misses three (3) consecutive Board Meetings without an excused absence may be removed from the Board by a majority vote of the board.

Section 8. Voting

Each member of the Booster Board shall have one (1) vote. The Presidents vote shall be exercised in accordance with Robert's Rules of Order. Members holding more than one position have only one (1) vote.

(a) Proxy: A proxy must be submitted in writing and concern specific, previously introduced agenda items. The proxy must be delivered to the Secretary by either the designating party or his/her agent.

(b) Telephone Voting: Votes taken by way of telephone are invalid and forbidden.

(c) Electronic Voting: Votes taken by way of secured poll on the Booster website are allowed provided the poll and discussion are posted 48 hours in advance of the poll deadline, and an email or phone call to Board members is made directing them to the appropriate location. Email based voting in which no open discussion is possible shall not be allowed.

(d) Voting Positions:

President (as tie breaker), Vice President, Secretary, Booster Treasurer, Bingo Manager, Student Account Treasurer, Band and Guard Liaison, Student Representatives, Fundraising, Hospitality, Truck, Pit and Transportation, and Props and Equipment

ARTICLE VII

CONTROL OF FUNDS / BUDGET

Section 1. General Fund

The Booster general fund shall be the pool of monies generated from board-approved Booster fundraisers and donated profits from the bingo game.

Section 2. Fiscal Year

The Band Booster's fiscal year shall be July 1st through June 30th. All accounts shall be reviewed and a complete financial report for the fiscal year be brought forth by the respective treasurers no later than ninety (90) days following the close of the fiscal year.

Section 3. All funds received shall be deposited in the name of The Oak Grove High School Band Boosters, in such bank or other financial institution as approved by the Executive Board. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and one of the following: Vice President, Secretary.

Section 4. Payment Limitations

The General Fund account shall have four valid signers: General Fund Treasurer, Student Accounts Treasurer, Booster President, and one other signer designated by the Executive Board. One signature is required for payments of \$750 or less from the Boosters General Fund Account, all other payments require two valid signatures. The Bingo account shall have four valid signers: Bingo Treasurer, Manager(s) and the person(s) assigned to pick up the start-up cash for the weekly Bingo game. One signature is required for payments of \$1000 or less from the Bingo Account. All other payments require two valid signatures. The Bingo certificates of deposit shall have two authorized signatures: Bingo Treasurer and Bingo Manager.

Section 5. Annual Budget

The Executive Board shall establish a committee headed by the Treasurer to be responsible for the compilation of the budget for the following year for presentation to the Booster Board and, subsequently, to the general membership for approval. This shall be accomplished by a review of the past year's income, expenses, requests from the Band and Guard Directors and any other such materials as may be deemed necessary by the committee and/or the Booster Board.

Section 6. Bingo Management Team

This team will be responsible for the management of the Bingo game, and its day-to-day operations. This team will consist of: the Bingo Manager, Bingo Treasurer, weekly managers, and snack shack managers. The Bingo Manager shall appoint a member of the committee to attend and present financial reports at the Booster Board meetings for approval. All major changes to Bingo operations, and major expenditures, shall be approved by the Booster Board prior to implementation.

Section 7. Bingo Manager

The Bingo Manager shall be appointed by the president for a term of one (1) year. The Bingo Manager shall be an active Booster member. In the event of no active Booster participation, the position may be offered to alumni member or other qualified person.

The Bingo Manager must be knowledgeable of the Bingo game; its operation, city and state regulations and general accounting procedures. The duties of the Bingo Manager include, but are not limited to, these duties:

- (a) Oversee the Bingo Game operations.
- (b) Preside over the Bingo Committee meetings.
- (c) Keep up-to-date with city and state regulations.
- (d) Report game operation and status to the Booster Board.
- (e) Run the Bingo game under the auspices of the Booster Board.

Section 8. Bingo Treasurer

The Bingo Treasurer shall be appointed by president for a term of one (1) year. The Bingo Treasurer shall be an active Booster member. In the event of no active Booster participation, the position may be offered to alumni member or other qualified person.

The Treasurer must be knowledgeable of the Bingo game; it's operation, city and state regulations and general accounting procedures. The duties of the Bingo Treasurer include, but are not limited to, these duties:

- (a) Keep a written record of all monies received into the Bingo accounts.
- (b) Pay approved Bingo expenses upon presentation of proper receipts.
- (c) Prepare financial summaries for the Booster Board and General Membership Meetings.
- (d) Keep record of investments, transfers, deposits and expenditures for the Bingo Operations.
- (e) The Bingo Treasurer shall be a signatory on all accounts directly associated with the Bingo game.
- (f) Keep up-to-date with city and state regulations.

Section 9. Bank Signatory

No more than one (1) member per family may be a designated signatory on a given Booster financial account.

Section 10. Obligations

No party may, on behalf of the Boosters, enter into a contract, agreement, or any other liability, monetary or otherwise without prior approval of the Booster Board.

Section 11. Fundraising

All fundraising opportunities are to have a pre-designated split of profits between Booster General Fund and Student Activities Funds. All splits are to be voted on at a Booster Board Meeting.

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees

The Booster Board shall be comprised of the following standing teams of which the chairperson is a voting member of the Booster Board. Other teams may be formed as needed but those chairpersons are not voting members of the Booster Board.

Standing team chairpersons are required to present to the Booster Board a written monthly report of all meetings, expenditures, income and other items relating to the team. Standing teams must meet at least monthly. All standing teams are responsible for supporting both Band and Guard seasons.

- A. Fundraising
- B. Truck, Pit, and Transportation
- C. Hospitality
- D. Equipment and Props

Section 2. Committee Budgets

Standing committee chairpersons are responsible for presenting and maintaining written budget records available to all board members. Once the budget is approved by the Booster board, no further approval is required except when such expenditure or income deviate from the approved budget.

Section 3. Ad Hoc Committees

Such other committees as the President or the Boosters membership may deem necessary to perform a specified task for the welfare of the Boosters may be appointed. The President shall determine the composition of such committees and the timelines for completion of their assigned duties. Such ad hoc committees shall cease to function upon completion of their specified task.

Section 4. The Vice President shall be, ex-officio, a member of all committees, except the Financial Oversight and Elections Committees.

Section 5. Quorum

A majority of the members of any committee must be present at any meeting to constitute a quorum.

Section 6. Financial Oversight Committee

It shall be the duty of this committee to receive and review the books and records of the Booster Treasurer and Student Accounts Treasurer immediately after the close of each fiscal year, and at such other times as may be directed by the President, and report its findings to the Booster membership.

Section 7. Elections Committee

It shall be the duty of this committee to supervise and assist in the preparation, distribution, and counting of the ballots in all elections within the Boosters, and certify the results to the Boosters President. The Elections Committee shall, thirty (30) days prior to the May Board Meeting, notify all members of the general membership of the upcoming elections in June.

ARTICLE IX

RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

Any member of the Booster Board is subject to recall. Recall procedures may be initiated by any voting member of the Boosters. Said recall procedures shall be as follows:

- (a) A Petition calling for the removal of a specifically named and identified person or persons must be presented containing valid signatures of 50% (fifty percent) of the current voting general membership of the Boosters at the time of the Petition.
- (b) The petition shall state the specific reasons in support of the recall, and the petition shall be presented to the Executive Board and to the individual.
- (c) Upon receipt of a Recall Petition, the Board shall verify the signatures and call a General Booster Meeting to vote on the recall.
- (d) Removal of the subject person or persons requires a two-thirds (2/3) vote of the General Booster Membership at the General Booster Meeting.
- (e) Upon the vote affirming the Recall Petition, removal shall be immediate.

Section 2. Removal of Appointed Offices

Any appointee of the President/Executive Board may be removed from office by a 2/3 vote of the Executive Board, a quorum being present, provided such person shall be provided at least five days advance notice of the reasons for removal and the time, date and place where the Board will meet to vote on the matter. At said meeting the member shall be afforded an opportunity to provide rebuttal argument prior to the vote being taken.

Any appointed committee chairperson or member failing to attend three consecutive committee meetings, unless excused for cause, shall be automatically removed from the committee.

ARTICLE X

YOUTH PROTECTION AND PRIVACY POLICY

The Booster organization shall operate under a written Youth Protection and Privacy policy at all times. In the normal course of operations, the Booster organization collects and stores personally identifiable information from its members. All such information is to be correctly classified and made available only on a need to know basis. These policies must be available to the Booster membership. The Secretary is responsible for the maintenance of these policies.

ARTICLE XI
SCHOOL DISTRICT LIAISON

The Booster Liaison to the Oak Grove High School shall be the Band Director and the Guard Director as appropriate; The Booster Liaison to the East Side Union High School District shall be appointed by the President and approved by the Board.

ARTICLE XII
AMENDMENTS TO CONSTITUTION

Section 1.

Any member in good standing of the Boosters (or the Executive Board) may submit a written proposal to amend this constitution (containing the exact text of the proposed change) at any Boosters meeting, which shall constitute a first reading. The Boosters President shall then cause the proposed amendment(s) to be placed on the agenda of the next regular or a special Boosters meeting where the matter will be read a second time and acted upon, and shall cause written notification of the proposed amendment(s) and the date, time, and place of the designated Boosters meeting to be issued to all members in good standing at least 10 days in advance of said meeting. Said notification shall include at least a written summary of the proposed changes. The exact text of the proposed changes shall be made available for review by members upon request prior to the second reading if not provided with said notification, and shall be distributed to all members in attendance at the second reading.

Section 2.

Approval by 2/3 of the Active members in good standing present and voting at the second reading shall be required to adopt the amendment(s). If the amendment relates to a revision of Boosters dues, the vote shall be conducted by secret ballot.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Boosters in all cases.

ARTICLE XIV
GRIEVANCE AND ARBITRATION

The Executive Board is responsible for drafting and publishing a written grievance and arbitration policy each year. Any member may, in strict confidence, request mediation by either the President or Vice President.

ARTICLE XV

CONFLICT OF INTEREST

We, The Oak Grove High School Band Boosters, resolve that no member of the Board shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

ARTICLE XVI

DISSOLUTION

If The Oak Grove High School Band Boosters dissolves, all assets that remain after provision for or payment of all debts and liabilities will be distributed to the Instrumental Music Department at Oak Grove High School, San Jose, CA.