

LIBERTY INSTRUMENTAL MUSIC BOOSTERS BYLAWS

SECTION 1: NAME

This organization shall be known as the Liberty Instrumental Music Boosters (a.k.a., "IMB").

SECTION II: OBJECTIVES – The objectives of this organization are:

- A. To maintain interest and morale in the Instrumental Music Program of Liberty High School.
- B. To support both morally and financially the Liberty High School Instrumental Music Programs.
- C. To promote mutual cooperation between the school administration and this organization.
- D. To build and maintain an organization which will help promote the general activities of the Instrumental Music Program at Liberty High School and within the community.

SECTION III: MEMBERSHIP

Any individual over the age of eighteen and is either a parent or guardian of children participating in the Instrumental Music Program and/or Band Front (Color Guard) is a member of this organization, provided the annual membership fee (to be determined each year) has been paid to the Liberty Instrumental Music Boosters.

SECTION IV: MEETINGS

- A. Regular meetings of the IMB organization will be held once a month every month except for July. A schedule of meetings for each year will be developed and announced prior to the first meeting of the school year. The monthly meetings shall be held at Liberty High School.
- B. Five days notice shall be given to reschedule a regular meeting should the Executive Board deem it necessary. The five-day requirement shall be waived in the event of inclement weather.
- C. Special meetings of the general membership may be called by the Executive Board with five days notice.
- D. A minimum of six members shall constitute a quorum for the transaction of business at any meeting of this organization.
- E. A meeting must be chaired by the President or Vice-President.

SECTION V: OFFICERS

- A. The officers of the organization shall be President, Vice-President, Secretary, Treasurer and Communications Officer.
- B. The officers shall serve for a term of one year and may not serve more than two consecutive terms in the same office.
- C. The officers shall assume their official duties June 1 after their installation at the regular May meeting.
- D. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by a majority of the executive board, subject to confirmation by the general membership at the next regular meeting.

SECTION VI: DUTIES OF THE OFFICERS

A. PRESIDENT

1. The President shall preside at all meetings of the organization and its Executive Board.
2. Shall appoint all standing committee chairpersons.
3. Shall be a member ex-officio of all standing committees.
4. Shall advocate for the program as the spokesperson to the school and community.
5. Shall perform all other duties as prescribed in these bylaws or assigned to him/her by the organization or its Executive Board.

B. VICE-PRESIDENT

1. The Vice-President shall assume the duties of the President in his/her absence
2. Shall assist the President as needed.
3. Shall ensure that all files and records of this organization and its activities are retained as required.

C. SECRETARY

1. The Secretary shall keep the minutes of all official meetings.
2. Shall prepare correspondence as directed by the organization or its Executive Board.
3. Shall ensure the creation and maintenance of the program activities calendar.
4. Shall ensure the creation and maintenance of membership and communications lists.

D. TREASURER

1. The Treasurer shall have custody of all funds of the organization.
2. Shall make disbursements in accordance with the approved budget or as authorized by the organization, except that the President may authorize the Treasurer to expend funds up to one hundred dollars (\$100.00) for unforeseen expenses.
3. Shall keep a full and accurate accounting of receipts and expenditures.
4. Shall give a verbal report (with written documentation attached to the minutes) at all meetings of the organization and shall also give the annual written report summarizing income and expenditures at the April meeting.
5. Shall provide for the preparation of all required financial reports, such as tax reports.
6. Shall ensure that checks have two authorized signatures.

E. COMMUNICATIONS OFFICER

1. The Communications Officer shall oversee the Liberty IMB website and/or webmaster and ensure information is updated in a timely manner.
2. Shall oversee all publicity of the activities of the Liberty IMB, including but not limited to writing and submitting articles and updates to/for local newspapers, school newsletters, daily school broadcast emails and parent emails as needed.
3. Shall maintain a list of advertising and publicity contacts established by all representatives of the Liberty IMB.

SECTION VII: ELECTION OF OFFICERS.

- A. The President may appoint a Nominating Committee of three members (if possible) no later than the March meeting. It is the duty of this committee to secure possible candidates for the offices to be filled.
- B. The Nominating Committee or Executive Board shall give a report at the April meeting for the members to consider, and place those names in nomination.
- C. Nominations from the floor will be accepted at the April meeting.
- D. All nominees must have given their consent prior to having their names placed in nomination.
- E. If there are no opposing candidates, the vote shall be for the slate as a whole by acclamation. If any office is contested, that office shall be elected by a secret ballot with the candidate receiving a simple majority of those voting declared the winner.
- F. Election of officers shall take place at the May meeting. The newly elected officers shall assume their duties June 1st.
- G. All officers, outgoing and incoming, shall ensure a smooth transition of duties and responsibilities including any related documentation and training as needed.

SECTION VIII: EXECUTIVE BOARD

- A. The Executive Board shall be comprised of the Officers and the Director of the Instrumental Music Program. The Executive Board may invite other participants to meetings as needed.
- B. Item eliminated.
- C. The Executive Board shall meet at least once per calendar quarter. (These meetings should be scheduled in order to orient new board members for the following year, develop a budget and discuss fundraisers, and to schedule regular monthly meetings and business for the year).
- D. Each member of the Executive Board shall have one vote in all matters brought before the Board.
- E. Meetings of the Executive Board may be called by the President or by a majority of the members of the Board.
- F. All invoices and receipts must be submitted for payment within 60 days of the expenditure and no later than June 15 for the previous fiscal year ending May 31. The Executive Board must approve:
 - 1. any budgeted expenditures \$100 or more above the budgeted amount
 - 2. any unbudgeted expenditures and
 - 3. any bills submitted for payment 60 days or more in arrears.
- G. A majority of the Executive Board members will constitute a quorum.
- H. General duties:
 - 1. The Executive Board shall transact any necessary business between regular meetings of the IMB Organization.
 - 2. Item eliminated. (Moved to Standing Committee in next section.)
 - 3. Shall prepare a budget for the next year and submit it to the IMB organization for approval no later than the monthly meeting in June. Both outgoing and incoming Executive Board members shall participate in the preparation of the new budget.
 - 4. Shall fill vacancies occurring among the elected officers on a temporary basis. The unexpired term shall be filled by a person nominated by a majority of the Executive Board subject to confirmation by the general membership at the next regular meeting.
 - 5. Shall create and oversee any additional committees and coordinator positions as needed. (i.e. uniforms, chaperones, pit crew and ticket sales for marching band and guard competitions, as well as other program and fundraising events such as the banquet, craft fair, extravaganza, funnel cakes, etc.)

SECTION IX: STANDING COMMITTEES

- A. Ways and Means Committee
 1. The Ways and Means Committee shall consist of three IMB members (if possible) and shall submit plans for fundraising to the Executive Board and then to the members of the organization.
 2. There shall be as many fundraising activities per year as needed to meet the budget.
- B. Scholarship Committee
 1. The Scholarship Committee shall consist of three IMB members comprised of one Booster member each from the Freshman, Sophomore and Junior class (no Senior parents).
 2. Shall administer the scholarship program of the organization in accordance with the criteria presented to and approved by the Executive Board.
- C. Auditing Committee (I removed this from the previous section so it would not be duplicated.)
 1. The Auditing Committee shall consist of three IMB members comprised of at least one non-signatory of the IMB organization bank account and not the Treasurer. A certified professional accountant may be hired in place of Auditing Committee, if approved by the Executive Board.
 2. Shall audit the books at the end of the fiscal year and upon any change of Treasurer.
 3. Shall report its findings at the next regular monthly meeting..
- D. Membership Committee
 1. The Membership Committee shall consist of three IMB members (if possible) and shall recruit IMB members, collect any associated membership fees and keep records of members and fees collected each year.
 2. Shall maintain the list of members with contact information including phone numbers and email addresses to be used for volunteer, donation and other requests in support of the Liberty Instrumental Music Program and its activities.
- E. The Chairpersons of standing committees shall be appointed by the President and approved by the Board to serve until the May election.

SECTION X: FISCAL YEAR

- A. The fiscal year of the Liberty Instrumental Music Booster organization shall begin on June 1 and end on May 31 of the following year.
- B. At the end of the fiscal year, all officers shall provide any IMB organization documentation, files records, or copies thereof, used or created during the year to the Vice President.

SECTION XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

SECTION XII: AMENDMENTS

- A. Amendments to the By-laws must be presented to the Executive Board prior to a regular meeting of the organization. The Board will give its recommendation, either favorable or unfavorable, at the next regular meeting of the organization.
- B. A motion to change the by-laws must be made and seconded at a regularly scheduled meeting.
- C. The membership shall be given at least twenty days notice to consider the proposed amendment before a vote shall be taken at a regularly scheduled meeting.
- D. An amendment must be approved by a two-thirds majority vote of the members present and voting.