



**BYLAWS
AVON GROVE INSTRUMENTAL MUSIC BOOSTERS
ASSOCIATION**

**Approved February 11, 2008
Amended December 2, 2013
Amended June 6, 2016
Amended February 13, 2017**

ARTICLE I -- Name

This organization shall be known as Avon Grove Instrumental Music Boosters Association, also known as Avon Grove High School Music Boosters.

ARTICLE II -- Purpose

The Main objectives of this organization will be:

- **to support and assist in the work of the High School Music Department Directors, including the Director of Bands, Orchestra Ensembles, Choirs, Jazz Band, Indoor Percussion and Color Guards**
- **to provide things as resources permit over and above that which is provided by the Avon Grove School District/School Board, such as: annual banquet, scholarships, funds for projects, Senior gifts, activities, or trips that are proposed and approved**
- **to actively support all Music Department performances**
- **to facilitate communication between the Music Department/Program Directors and parents**

ARTICLE III -- Standing Rules

All activities, events and projects of the Avon Grove Instrumental Music Boosters Association undertaken in support of the Avon Grove High School Music Department program must abide by the policies of the Avon Grove High School Administration and the Avon Grove School District.

ARTICLE IV -- Membership

Voting Members shall be parents or legal guardians of students in an Avon Grove High School Music Department Program. Any members of the Avon Grove community interested in participating in functions of the programs are welcome as a non-voting members.

Each voting member shall have one vote on any matter under consideration at a meeting of the membership.

Membership shall NOT require annual dues.

ARTICLE V -- Officers

The officers of this organization (Executive Committee) shall be:

- President
- Vice-President
- Secretary
- Treasurer 1
- Treasurer 2

The High School Music Department Directors shall participate in a non-voting advisory capacity.

To hold office, a member must have a student actively involved in a High School Music Department Program. To hold the office of President, a member must have served as a committee chair or other officer in a previous year. In the event a candidate cannot be found for any office, the above requirement can be waived by approval of the Booster Membership.

Elected Officers shall serve for a term of 1 year, at which time they can be nominated to serve again if they choose. If they choose not to serve again, or it is determined by the Executive Committee that they are no longer capable to fulfill their responsibilities, nominations will be taken to replace them as described below.

Nominations

Candidates will be presented at the general Booster membership meeting two months prior to the last meeting of the school or fiscal year.

On election night Nominations may be made from the floor, provided nominees are in agreement. Nominees must be present or submit a signed statement stating their interest in being nominated to an existing officer prior to the election.

Elections

Officers are to be elected at the next to last Monthly Booster membership meeting of the school/fiscal year and shall attend meetings thereafter with the existing officers in order to gain familiarity with the role and budget, and shall assume their duties immediately following the close of the fiscal year.

If there is more than one candidate for an office, election shall be by ballot. If there is only one candidate for an office, election shall be by voice.

A majority vote of members present shall constitute an election.

DUTIES OF OFFICERS

President

The President shall:

- preside over the monthly Booster meeting
- be in communication with the High School Music Department/Program Directors
- be in communication with all other officers
- have supervision over business affairs
- act as judge of all elections and declare results
- cast a deciding vote in case of a tie
- facilitate publicity for the Avon Grove Music Department and Programs

Vice-President

The Vice-President shall:

- perform duties in the absence of the President
- oversee the coordination of volunteers for all activities of the Avon Grove Instrumental Music Boosters Association
- in the event that the President is unable to fulfill the term of office, the Vice- President shall fill the office until a special election can be held
- secure an updated list of student participants from the High School Music Department Directors and make such a list available to the Executive Committee

Secretary

The Secretary shall:

- serve as a repository for various director reports and committee reports to be maintained on file
- attend all meetings and record acceptance or veto of motions, minutes of all transactions and present a written report of minutes for all required meetings
- make minutes available and have them sent to the officers and Music Department Directors within a week of the next scheduled regular monthly meeting
- mail minutes to members via email
- keep a file of all minutes and correspondence for future reference
- keep a record of members attending meetings.
- distribute messages from Music Directors to members as requested and approved by Directors.

Treasurer 1

The Treasurer 1 shall:

- Provide a monthly reconciliation of all accounts to the Executive Board
- Give a financial report at each regular Booster meeting
- Prepare a summation of finances at the end of the school year, which shall be made available to the Executive Committee
- Submit financial records for an independent audit at the close of the fiscal year
- Prepare Tax filings as required

Treasurer 2

The Treasurer 2 shall:

- Receive all monies due to the organization
- Pay all bills incurred by the organization
- Complete Deposit request forms, check request forms, petty cash forms and student accounts. to be double checked by treasurer 1.

Both treasurers will work together to complete and present the proposed budget for the following fiscal year at the general membership meeting in April.

Checks may be signed by a Treasurer or President after receiving a completed check request form. Check request forms require two signatures. On approval of the Executive Committee, in an emergency, the Treasurer can disperse funds up to a limit of \$250. Such expenditures shall be reported to the Booster Organization at the next regular meeting.

General

All officers shall perform the duties prescribed in these by-laws and those assigned from time to time. Officers shall deliver to their successors books, papers, and other property of the organization at the conclusion of last Booster meeting of the school/fiscal year but prior to the August Booster meeting.

The Avon Grove Instrumental Music Boosters Association budget for the following fiscal year will be presented to members at the second to last regular meeting and voted on at the last regular meeting of the year.

Vacancy

In the event of a vacancy in the office of President, the Vice-President shall serve until an election can be held.

In the event of a vacancy in any other elected office, an election will be held at the next regularly scheduled Booster meeting to fill that office.

In the event of dereliction of duty, any officer or committee chair-person may be removed by 2/3 vote of the Executive Committee.

ARTICLE VI -- COMMITTEES

Executive Committee (or) Board

The elected officers of the organization and the High School Music Department/Program Directors shall constitute the Executive Committee or Board. The Executive Committee shall meet at least twice during the fiscal year and as deemed necessary by the President and/or High School Music Department/Program Directors.

Their purpose shall be:

- to facilitate business at the general meeting
- to review plans and activities of various committees
- to evaluate the plans for fundraising projects and to select appropriate options to present to the membership for approval
- to recommend to the general membership modifications to the annual budget approved at the last monthly Booster meeting of the year.

The Executive Committee shall have the power to authorize unforeseen expenditures not to exceed \$250.

Chair-person Duties

The Executive Committee shall appoint a Chair-person for each committee. The term shall be one year and any member is eligible to serve as a Committee Chair-person. The Chair-person shall have general supervision responsibilities for the committee, shall hold meetings, conduct business, regularly communicate with the Executive Committee, and provide a report of business to the general membership at the regular Booster Meetings.

AD HOC Committees

The President shall have the power to establish special committees from time to time, such as for special fund raising events, special High School Music Department Program events, or whatever might be needed.

Budget Committee

The Elected Officers shall serve as the chairs. The Budget Committee shall consist of the High School Music Department /Program Directors, elected officers, and any appointed members. It shall meet in March, prior to each fiscal year to determine an appropriate budget for the upcoming fiscal year.

Volunteer Committee

The Vice-President and/or President's designee shall serve as the chair. The Volunteer Committee shall enlist parents to act as volunteers and chaperones for any High School Music Department or Music Booster activity as deemed necessary by the High School Music Department/Program Directors. The Chair-person shall be responsible for all chaperone work assignments, documentation of responsibilities, communications, and record keeping as required by the High School Administration.

Publicity

The President and/or his/her designee shall handle publicity related to activities of the Avon Grove Instrumental Music Boosters Association (e.g., music booster website content updates, email notices, and social media) Publicity including school newsletters, local papers, etc. should have the required approvals from the High School Music/Program Directors.

General

Committees engaging in money raising projects or entering into contracts must have approval through majority action of the Executive Committee before the organization's name may be used or financial obligations incurred.

All bills should be approved promptly by the Committee Chair-person, where incurred by a committee, and forwarded to the Treasurer with appropriate supporting documentation and check request form so that payment can be made.

ARTICLE VII -- Meetings

General Meetings

The President shall set the date of the regular monthly Booster meetings pursuant to the Avon Grove School District calendar submission deadline. Meetings shall begin at 7:00 pm in the Avon Grove High School Band Room.

If the situation dictates, scheduled meetings dates and times may be changed by the Executive Committee. General membership shall be notified of such change in the minutes of the preceding meeting, by email before the meeting or by posting on the Avon Grove Instrumental Music Boosters Association web page.

The initial (general) informal meeting of the organization shall be held on the evening of a band rehearsal in August, which is scheduled by the Director of Bands. This meeting will focus primarily on marching band related information, but all members are welcome to attend.

Meetings shall be open to all members. Members will sign in to create a record of attendance.

Quorum

At least ten members, three members of the Executive Board, and 2 Music Department/Program Directors must be present, and a simple majority of those voting members present shall be sufficient to carry a motion in general meetings.

Special Meetings

Special meetings may be called by the President, High School Music/Program Directors, or by a majority of the Executive Committee at any time. No other business may be transacted than that for which the special meeting was called.

Executive Committee Meetings

Executive Committee meetings shall be held when necessary. A report of business transacted at each executive meeting shall be made by the President at the following meeting of the general membership.

At least three officers must be present and a simple majority of those members present and voting shall be considered a quorum and shall be sufficient to carry a motion.

ARTICLE VIII -- Order of Business

1. Call to order
2. Secretary's Report
3. Treasurer's Report
4. Music Department Directors Report
5. Committee Report(s)
6. Old Business
7. New Business
8. Adjournment

ARTICLE IX -- Parliamentary Procedure

These By-laws, in conjunction with the Avon Grove Instrumental Music Boosters Association Articles of Association, shall govern the Avon Grove Instrumental Music Boosters Association.

ARTICLE X -- Amendments

These By-laws may be amended or repealed at any regular meeting of the organization by a two-thirds vote of the members present, provided that the proposed amendment or repeal has been submitted in writing to the membership at the preceding regular meeting.

ARTICLE XI -- Fiscal

The organization is and shall make every effort to maintain its status as a tax-exempt organization.

Monies or funds raised by, for, or in the name of the Avon Grove High School Music Department Program, under the sponsorship of the Avon Grove Instrumental Music Boosters Association become the property of the Avon Grove Instrumental Music Boosters Association. Such funds may be used to cover association operating expenses and to support projects, activities, and programs of the Avon Grove High School Music Department programs.

The fiscal year shall be from July 1 to June 30 of the following calendar year.

Student Accounts

All students enrolled in any Avon Grove Music Department Class or Program have a student account that is maintained by the Treasurer. Parents/Guardians can make deposits to their Student Account any time. Due to IRS code relating to the way Fundraising Proceeds and Student Accounts are handled, SCRIP rebates may be added to Student Accounts.

When a student or parent/guardian would like to apply money from their Student Account to a Music Department Event/Trip they can contact the Treasurer to request that funds be moved from their student account to the account for the event.

Funds will remain in a student's account until the student exits the Avon Grove High School Music Department Program or a refund is requested. If a sibling remains enrolled in Avon Grove High School Music Department Program, money can be transferred to the sibling's student account for the benefit of the immediate family. Any money \leq \$5.00 not used by a student or a sibling as they exit the High School Music Department Program will be transferred to the Avon Grove Instrumental Music Boosters Association Discretionary/Make Music Happen Fund used to support students/families that would otherwise not be able to afford an activity related to the High School Music Department Program. Any money \geq \$5.00, not used by a student or sibling, can, by request, be refunded by the end of the fiscal year (June 30th).

ARTICLE XII -- Awards

Scholarships in equal amounts, and dependent upon the availability of funds, will be awarded each year to 1 deserving member of each of the following programs: Choir, Orchestra, Band, and Color Guard.

Drum Major Training: Based on the availability of funds, Avon Grove Instrumental Music Boosters Association will allocate funds for the Drum Majors to attend Drum Major Training Camp. Selection of the recipients will be made by the High School Director of Bands.

ARTICLE XIII -- Dissolution

Dissolution of the Avon Grove Instrumental Music Boosters Association requires a two-thirds vote of the association membership present at a special meeting scheduled exclusively for this purpose. Written notification of the special meeting and its purpose must be provided to the membership not less than 30 days prior to the meeting. In the event of the dissolution of the Avon Grove Instrumental Music Boosters Association, any funds remaining in the organization's treasury shall be disbursed to the eligible programs as the Executive Committee determines to be appropriate.