

# Avon Grove Instrumental Music Boosters Association

## Bylaws

Approved: February 11, 2008

Amended: December 2, 2013, June 6, 2016, February 13, 2017, October 13, 2025

Effective date of latest amendment: January 1, 2026



### ARTICLE I: Name

This organization shall be known as Avon Grove Instrumental Music Boosters Association (AGIMBA).

### ARTICLE II: Purpose

The main objective of AGIMBA is to serve the students, directors and extracurricular musical programs of Avon Grove High School. Areas of responsibility include, but are not limited to:

- supporting and assisting the work of the music department directors (bands, orchestra ensembles, choirs, jazz band, indoor percussion, and color guards)
- providing funding, as resources permit, to supplement funding provided by the Avon Grove School District/School Board to support proposed and approved program needs
- actively supporting Music Department performances and initiatives
- facilitating communication between the Music Department program directors and caregivers.

### ARTICLE III: Standing Rules

All activities, events, and projects of AGIMBA that support the Avon Grove Music Department must abide by the policies of the Avon Grove School District.

### ARTICLE IV: Membership

Membership shall **not** require annual dues.

#### A. Voting members:

- are parents/legal guardians of student participants in at least one extra-curricular music programs under the direction of a district music director
- shall have one vote on matters considered during a membership meeting
- are asked to participate in meetings, activities, events, and/or fundraising opportunities in support of the organization's objectives and our students

#### B. Non-voting members are collaborators and advisors, including:

- High school music department directors
- The Avon Grove School District Athletics and Activity Director or designee
- Students participating in one or more music department program
- Interested members of the Avon Grove community, including alumni and parents of alumni

## ARTICLE V: Officers

### A. Officer positions and eligibility

- The officers of the organization shall be President, Vice-President, Secretary, Treasurer 1, and Treasurer 2.
- Voting members, as defined in Article IV of these bylaws, are eligible for officer positions.
- To avoid real or perceived conflicts of interest, no two individuals who are members of the same immediate family or who reside in the same household may serve concurrently on the Executive Board.
- A member must have served as an officer or a committee chairperson in a previous year to be eligible for the office of President.
  - This requirement may be waived by approval of the membership if an eligible candidate cannot be found.

### B. Officer duties

- The President shall:
  - preside over all AGIMBA general and executive board meetings
  - liaise with music department program directors
  - oversee business affairs
  - ensure promotion/publicity of the Avon Grove Music Department and its programs
  - serve as a judge during elections and declare results, cast a deciding vote when there is a tie
- The Vice-President shall:
  - serve as an aid to the President
  - perform the duties of the President in their absence.
- The Secretary shall:
  - keep minutes of all meetings and post on the AGIMBA website in advance of the next scheduled general meeting
  - record members in attendance at all meetings
  - maintain electronic records of previous minutes in AGIMBA's shared electronic drive
- Treasurer 1 shall:
  - provide a reconciliation of all accounts to the Executive Committee
  - provide a financial report at each AGIMBA general meeting
  - prepare a summary of finances at the end of the school year and make it 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 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 verified by Treasurer 1
- All officers shall perform the duties described in these bylaws and those assigned in support of the organization's objectives.
- Officers shall provide to their successor all organizational documents (electronic and hardcopy), access to electronic accounts and materials, keys, and all other property of the organization as soon as possible following the conclusion of the last AGIMBA meeting of the school/fiscal year but no later than the August AGIMBA meeting.

#### C. Nominations

- Any voting member may submit a nomination for an officer position, including self-nominations.
- Nominees must be present at the election, or submit a written affirmation (electronic is acceptable), to affirm their interest in the position.
- Nominations may be made during the election meeting, with nominee agreement.

#### D. Elections

- Officers are to be elected during the next to last general AGIMBA meeting of the fiscal year for the next fiscal year.
- If there is more than one candidate for an office, election shall be by ballot. If there is only one candidate for office, election may be by voice vote.
- A majority vote by members present shall constitute an election.
- Newly elected officers shall attend meetings thereafter with the incumbent officers to promote effective transition of roles and responsibilities.

#### E. Elected officer terms

- The term for an elected officer is one year; willing incumbents can be nominated to serve again if they continue to meet eligibility requirements.
- If, at any time, it is determined by the Executive Committee that they are no longer capable of fulfilling their responsibilities, nominations will be taken to replace them as described in section B of this article.

#### F. Elected Officer Vacancy

- If a vacancy occurs in the position of president, the vice-president shall serve as president until an election can be held.
- If a vacancy occurs in any other elected office, an election will be held at the next regularly scheduled AGIMBA general meeting to fill that office.

## **ARTICLE VI: Committees**

### **A. Executive Committee**

- The elected officers of AGIMBA shall constitute the Executive Committee.
- The Executive Committee shall meet at least twice during the fiscal year and as deemed necessary by the President and/or at the request of the Music Department program directors.
- Committee Purpose:
  - Facilitate business at general meetings
  - Review plans and activities of AGIMBA committees
  - Evaluate plans for fundraising projects and select options to present to the membership for approval consideration
  - Recommend annual budget modifications to the membership for approval consideration
  - Authorize unforeseen expenditures no greater than \$1,000

### **B. Budget Committee**

- Treasurer 1 will serve as chairperson and the committee shall consist of appointed elected officers and members.
- The committee shall meet in March to develop a budget proposal for the upcoming fiscal year.
- Treasurer 1 shall present the budget to the Executive Committee in April.
- Treasurer 1 shall present the budget proposal to the membership during the May general meeting in preparation for a vote at the last general meeting of the year.
- The current year's operating budget remains in effect until a new budget is approved by the membership.

### **C. Event/Planning Committees**

- The president has the authority to establish committees as deemed appropriate, including to organize special events and fundraising activities, support music department programs, and fulfill goals of the organization.

### **D. Chairperson appointment and duties**

- The Executive Committee shall appoint a chairperson for each committee annually.
- Any voting member is eligible to serve as chairperson.
- The chairperson shall schedule and facilitate committee meetings, oversee committee planning and activities, communicate with the Executive Committee, and provide status reports at general meetings.

- Committees engaging in fundraising projects or entering into contracts must have approval through majority action of the Executive Committee before using the organization's name or incurring financial obligations.
- Reimbursement requests for committee incurred expenses should be approved by the committee chairperson and forwarded to Treasurer 2 with supporting documentation and a completed check request form.

## **ARTICLE VII: Meetings**

### A. General meetings

- The president shall establish a schedule of at least 9 monthly AGIMBA general meetings by the Avon Grove School District calendar submission deadline.
- Meetings shall be held monthly on a consistent day and time. If necessary, scheduled meeting dates and times may be changed by the Executive Committee. The membership shall be notified of any changes by electronic means.
- The initial general meeting shall be informal and held on the evening of a band rehearsal in August (scheduled by the band director). The focus of this meeting will be on marching band related information and inviting new members, but all members are welcome to attend.
- Meetings shall be open to all members. The secretary shall ensure a sign-in sheet is available for members to create a record of attendance.

B. Quorum is established when at least eight voting members, including three executive committee members, are present. A simple majority of voting members present shall be sufficient to approve motions during general meetings.

C. Special meetings may be called by the president or a majority of the executive committee. Music program directors may request a special meeting via the executive committee. Only business related to the purpose for the special meeting may be conducted during the meeting. The membership shall be notified of special meetings via electronic means with a minimum of 72 hours notice.

D. Executive Committee meetings shall be held as necessary. At least three executive committee members must be present. A simple majority vote shall be sufficient to approve a motion. A report of business conducted during executive committee meetings shall be made by the President at the next general meeting.

## **ARTICLE VIII: Order of Business**

1. Call to order
2. Minutes Review
3. Music Department Director Reports
4. Athletics and Activities Director Report
5. Treasurer's Report
6. Old Business
7. New Business
8. Committee Reports
9. Adjournment

## **ARTICLE IX: Governance and Amendments**

- A. These bylaws, in conjunction with the Avon Grove Instrumental Music Boosters Association Articles of Association, shall govern the organization.
- B. These bylaws may be amended or repealed at any general 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 general meeting.

## **ARTICLE X: Fiscal**

- A. The fiscal year shall be from July 1 through June 30 to coincide with the fiscal year of the Avon Grove School District.
- B. AGIMBA shall make every effort to maintain its status as a tax-exempt organization.
- C. Monies collected and/or funds raised by, for, or in the name of the Avon Grove Music Department programs under the sponsorship of AGIMBA become the property of AGIMBA. Such funds may be used to cover association operating expenses and to support projects, activities, and programs of the Avon Grove Music Department programs.

## **ARTICLE XI: Policy**

- A. The President, in collaboration with the Executive Committee, shall have the authority to establish and amend policies necessary for the efficient and effective operation of the organization.

- B. The President may delegate policy development to a member of the organization or establish a committee.
- C. All policies shall be approved by a majority vote by the general membership.
- D. Policies shall be reviewed periodically to ensure relevance and accuracy.

**ARTICLE XI: Dissolution**

Dissolution of the Avon Grove Instrumental Music Boosters Association requires a two-thirds vote of the 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 no less than 30 days prior to the meeting. In the event of dissolution, remaining organization funds shall be disbursed to eligible programs determined by the Executive Committee.