

LIBERTY INSTRUMENTAL MUSIC BOOSTERS BY LAWS

SECTION I: NAME

This organization shall be known as the Liberty Instrumental Music Boosters.

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.

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 OF \$1.00 HAS BEEN PAID TO THE LIBERTY INSTRUMENTAL MUSIC BOOSTERS.

SECTION IV: MEETINGS

- A. Regular meetings of this 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. Ten percent (10%) of the membership shall constitute a quorum for the transaction of business of 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 Historian.
- 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 perform all other duties as prescribed in these by-laws or assigned to him/her by the organization or its Executive Board.

A. VICE-PRESIDENT

1. The Vice-President shall assume the duties of the President in his/her absence.
2. Shall assist the President as needed.

A. 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.

A. TREASURER

1. The Treasurer shall have custody of all funds of the organization.
2. Shall make disbursement 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 foil 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.

A. HISTORIAN

1. The Historian shall maintain a scrapbook record of the activities of the Liberty Instrumental Music program.
2. SHALL COORDINATE ALL PUBLICITY OF THE ACTIVITIES OF THE LIBERTY INSTRUMENTAL MUSIC PROGRAM, INCLUDING BUT NOT LIMITED TO WRITING AND SUBMITTING NEWSPAPER ARTICLES.
3. SHALL MAINTAIN THE LIBERTY INSTRUMENTAL MUSIC PROGRAM AS THE "WEBMASTER"

SECTION VII: ELECTION OF OFFICERS

- A. The President shall appoint a Nominating Committee of three members 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 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.

SECTION VIII: EXECUTIVE BOARD

- A. The Executive Board shall be comprised of the officers, the Director of the Instrumental Music Program, the Band Council President, and the Chairpersons of the Ways and Means Committee and the Finance Committee. The Executive Board may invite other non-voting participants to their meetings as needed.
- B. Part B 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 make decisions regarding 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. OTHER THAN TO APPROVE EXPENDITURES OF LESS THAN ONE HUNDRED DOLLARS (\$100.00), ALL BOARD DECISIONS REGARDING EXPENDITURES OF MORE THAN ONE HUNDRED DOLLARS (\$100.00) OVER AND ABOVE THE BUDGETED ITEM (AS RECORDED IN THE BUDGET), ANY PURCHASE IN EXCESS OF FIVE HUNDRED DOLLARS (\$500.00), ANY CHANGES TO THE CURRENT APPROVED BUDGET, AND ANY BILLS SUBMITTED FOR PAYMENT 90 DAYS IN ARREARS, MUST BE MADE FOLLOWING DELIBERATIONS AT A CALLED BOARD MEETING.
- G. A majority of the Executive Board members will constitute a quorum.
- H. General duties:
 - 1. The Executive Board shall transact necessary business between regular meetings of the Organization.
 - 2. Shall appoint an Auditing Committee to audit the books once a year. The committee shall report its findings at the regular May meeting.
 - 3. Shall prepare a budget for the next year and submit it to the organization for approval no later than the June regular meeting. 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. The Executive Board shall create additional committees as needed. These committees may include but not be limited to the following: away band competitions including ticket sales, chaperones, band patches, pit crew and truck driver, banquet, craft fair, extravaganza, funnel cakes, uniforms, band front, sunshine, and specific fundraisers.

SECTION IX: STANDING COMMITTEES

A. Ways and Means Committee

1. The Ways and Means Committee shall consist of at least three members 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 may be necessary to meet the budget.

A. Scholarship Committee

1. THE SCHOLARSHIP COMMITTEE SHALL CONSIST OF THREE MEMBERS, COMPRISED OF ONE BOOSTER MEMBER EACH FROM THE FRESHMAN, SOPHOMORE, AND JUNIOR CLASS.
2. Shall administer the scholarship program of the organization in accordance with the criteria presented to and approved by the Executive Board.

A. Finance Committee

1. The Finance Committee shall gather and submit to the Executive Board information necessary to build the budget.
2. THE FINANCE COMMITTEE SHALL CONSIST OF THE TREASURER AND UP TO TWO ADDITIONAL MEMBERS.

A. The chairpersons of the standing committees shall be appointed by the President to serve until the May election.

SECTION X: FISCAL YEAR

The fiscal year of the organization shall begin on June 1 and end on May 31 of the following year.

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.